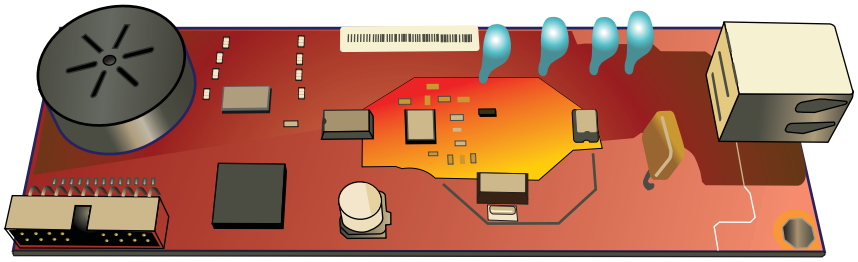
HP Color LaserJet CM3530 MFP Series

Analog Fax Accessory 500 Send Fax Driver Guide



HP Color LaserJet CM3530 MFP Series

Analog Fax Accessory 500 Send Fax Driver Guide

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Edition 1, 10/2008

Part number: CC487-90933

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1 Set up

- Introduction
- Conventions used in this guide
- System requirements
- Install the MFP Send Fax driver
- Uninstall the HP MFP Send Fax driver

Introduction

You can use the HP LaserJet MFP Send Fax driver to send faxes from your computer to one or more HP multifunction peripherals (MFP). After it is installed, the driver can be accessed by printing to the MFP Send Fax driver.

This guide describes the fax functions that are included with the MFP Send Fax driver.

Conventions used in this guide

Throughout this guide, several tips, notes, cautions, and warnings alert you about important information.

TIP: Tips provide helpful hints or shortcuts.

NOTE: Notes provide important information to explain a concept or to complete a task.

CAUTION: Cautions indicate procedures that you should follow to avoid losing data or damaging the product.

WARNING! Warnings alert you to specific procedures that you should follow to avoid personal injury, catastrophic loss of data, or extensive damage to the product.

System requirements

Operating systems

The MFP Send Fax driver is supported on the following operating systems:

- Windows® 2000
- Windows® XP
- Windows® XP Professional x64
- Windows® Server 2003
- Windows® Server 2003 x64
- Windows® Vista
- Windows® Server 2008
- Windows® Server 2008 x64

Displays

The MFP Send Fax module supports display types that have a super video graphics adapter (SVGA) resolution of 800 x 600 pixels or greater.

Hardware

The HP LaserJet Analog Fax Accessory 500 must be installed in the MFP before installing the MFP Send Fax driver. See the *HP LaserJet Analog Fax Accessory 500 Fax Guide* for more information about installing this hardware.

Network

The MFP Send Fax driver must be used on a network printer. It is not intended to be used on a local printer, USB, and serial or parallel connections.

Install the MFP Send Fax driver

Determine if the MFP supports the MFP Send Fax driver

The most current versions of the MFP firmware contain support for the MFP Send Fax driver.

1. On the MFP control panel, touch Administration.
2. Scroll to and touch Initial Setup.
3. Scroll to and touch Fax Setup.
4. Scroll to and touch PC Fax Send.

NOTE: If **PC Fax Send** does not appear on your MFP menu, upgrade the MFP firmware.

5. Touch Enabled.
6. Touch Save.

Upgrade the MFP firmware and download the driver

1. View the configuration information on the MFP control panel to determine the current firmware version.
   a. On the MFP control panel, touch Administration.
   b. Scroll to and touch Information.
   c. Scroll to and touch Configuration/Status Pages.
   d. Scroll to and touch Configuration Page. The configuration page prints.
   e. The firmware datecode is listed in the section called Device Information.

NOTE: The firmware datecode is in the following format: YYYYMMDD XX.XXX.X. The first string of numbers is the date, where YYYY represents the year, MM represents the month, and DD represents the date. For example, a firmware datecode that begins with 20040225 represents February 25, 2004. The second string of numbers represents the revision number of the firmware.

2. Download the most current firmware.
   a. Go to www.hp.com/go/cljcm3530mfp_firmware.
   b. In the **Select operating system** pane, click **Cross operating system (BIOS, Firmware, Diagnostics, etc.)**.
   c. If the date that is listed in the firmware table is more recent than the datecode that is printed on the MFP configuration page, click **Download** next to the appropriate file.

   NOTE: Different firmware files are available for the various operating systems.

   d. In the **File Download** dialog box that opens, click **Save**.
   e. In the **File Name** text box in the **Save As** window that opens, type the location on your computer where you want to save the firmware update file.

f. Click **Save**.

g. After the file has been downloaded, close the **File Download** dialog box, if necessary.

3. If the CD that came with the MFP or fax accessory is not available, download the MFP Send Fax driver.

   a. Click **Back** to return to the **Select operating system** pane.

   NOTE: If you do not return to the **Select operating system** pane when you click **Back**, see step 2 for instructions about navigating to it.

   b. In the **Select operating system** pane, click the appropriate operating system.

   NOTE: The MFP Send Fax driver is supported in Windows 2000, Windows XP, Windows XP Professional x64, Windows Server 2003, Windows Server 2003 x64, Windows Vista, Windows Server 2008, and Windows Server 2008 x64.

   c. In the Driver table that appears, click **Download** next to the HP MFP Send Fax driver.

   d. In the **File Download** dialog box that opens, click **Save**.

   e. In the **File Name** text box on the **Save As** window that opens, type the location on your computer where you want to save the MFP Send Fax driver file.

   f. Click **Save**.

   g. After the file has been downloaded, close the **File Download** dialog box, if necessary.

4. Install the downloaded firmware file. See the MFP user guide for instructions about installing the remote firmware update (RFU).

Verify that the MFP e-mail feature is configured (optional)

Configure e-mail function on the MFP in order to receive an e-mail notification when a fax has been sent by using the MFP Send Fax driver.

NOTE: The e-mail notification feature is optional.

See the appropriate MFP user guide for instructions about configuring the e-mail function.

Configure the billing-code feature (optional)

HP MFP Send Fax supports the use of billing codes when sending faxes.

NOTE: The billing-code feature is optional.

1. On the MFP control panel, touch Administration.
2. Scroll to and touch Initial Setup.
3. Scroll to and touch Fax Setup.
4. Scroll to and touch Fax Send Settings.
5. Scroll to and touch Billing Codes.
6. Touch Custom to open the billing-code screen.

7. Use the up and down arrows to select the minimum number of digits in the billing code.
8. Touch OK to enable the billing-code feature or touch Off to disable the billing-code feature.

NOTE: If the billing-code feature is enabled on the MFP, a billing-code entry is required for walk-up fax jobs sent from the MFP.

Install the driver

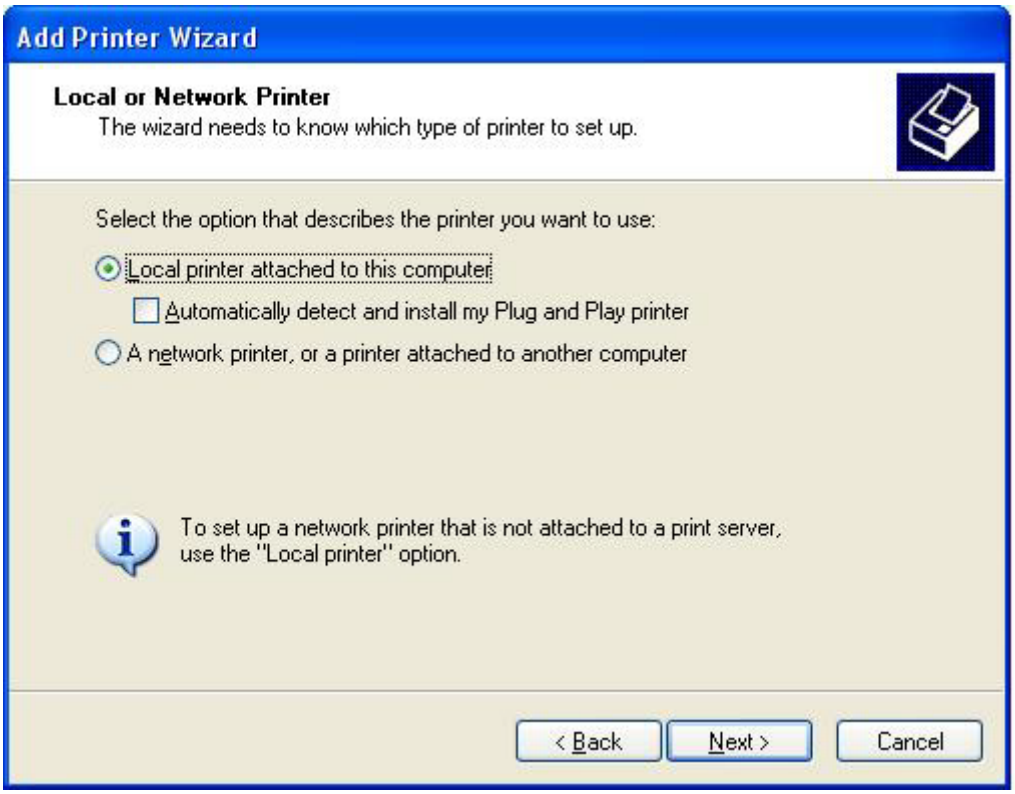
Install the MFP Send Fax driver by using the Add a Printer wizard in Windows:

NOTE: If you are using the software CD supplied with the MFP, you can install the Send Fax driver by clicking the **Install** button or the **Advanced Install Options** button in the CD Browser.

Install the driver in Windows XP

1. In Windows Explorer, double-click the downloaded MFP Send Fax driver executable file to extract the driver files.
2. Click **Start**, click **Settings**, and then click **Printers and Faxes**.
3. In the **Printer Tasks** pane in the **Printers and Faxes** window, click **Add a printer**.
4. In the **Add Printer Wizard** welcome dialog box, click **Next**.

5. Under **Local or Network Printer**, select **Local printer attached to this computer**. Click **Next**.


Add Printer Wizard
Local or Network Printer
The wizard needs to know which type of printer to set up.
Select the option that describes the printer you want to use:
Local printer attached to this computer
Automatically detect and install my Plug and Play printer
A network printer, or a printer attached to another computer
To set up a network printer that is not attached to a print server, use the "Local printer" option.
< Back
Next >
Cancel

NOTE: Select **Local printer attached to this computer** to install the MFP Send Fax driver on a network printer. The printer name is HP MFP Send Fax when the driver is installed on a local printer.

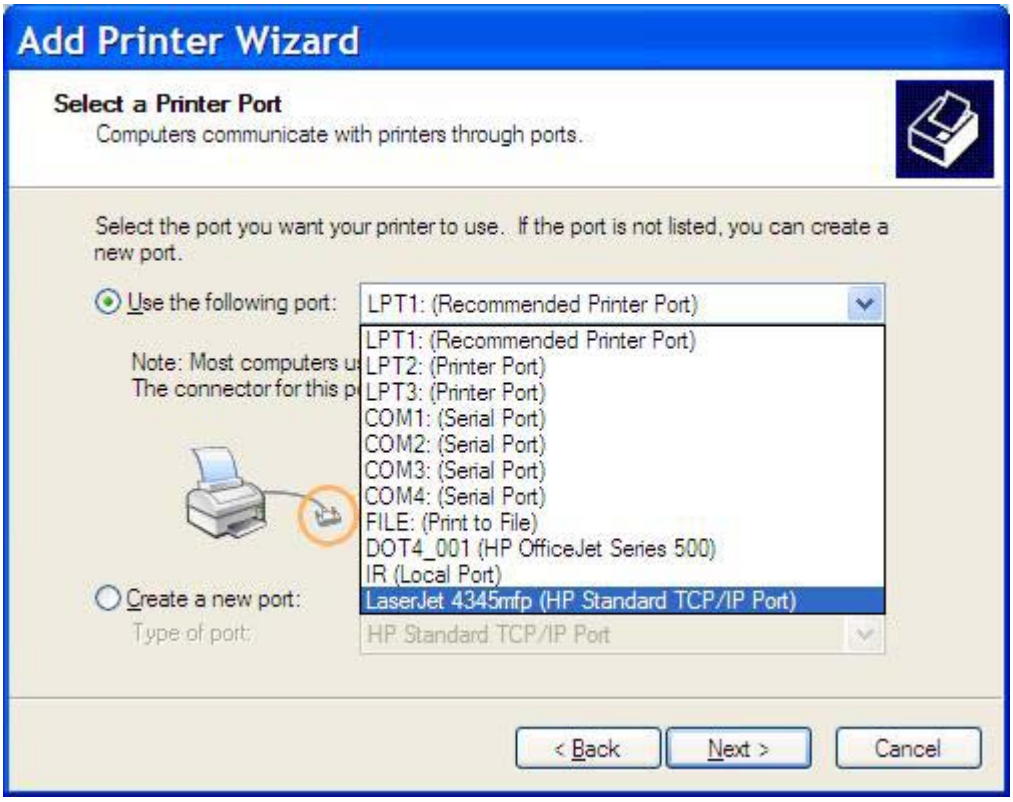
If you select **A network printer, or a printer attached to another computer**, then the IP address of the computer is required. Some features, such as fax preview, are not available if the driver is installed by using the network printer installation (Point-and-Print).

The MFP Send Fax driver cannot be installed on a printer that is connected to the computer through a serial or parallel port. It must be on a network.

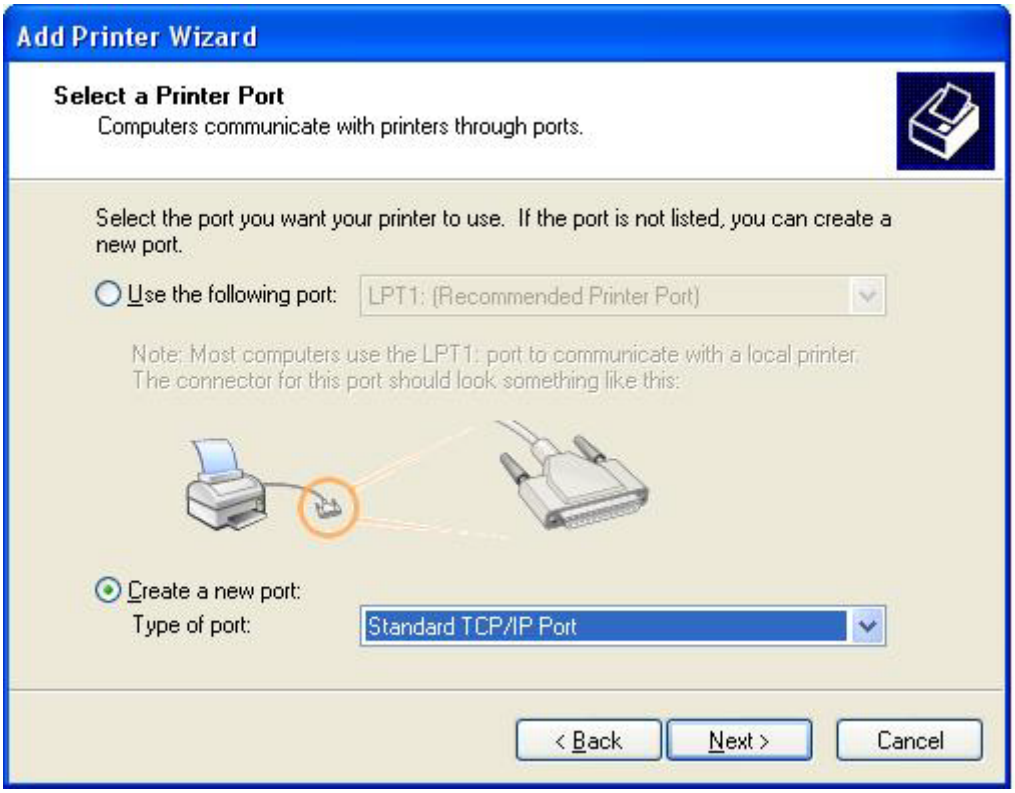
6. If your computer is already connected to the MFP, under **Select a Printer Port**, select **Use the following port**.

NOTE: If your computer is not connected to the MFP, go to step 8.

7. In the **Use the following port** drop-down menu, select the name or IP address of the MFP. Click **Next** and then go to step 13.

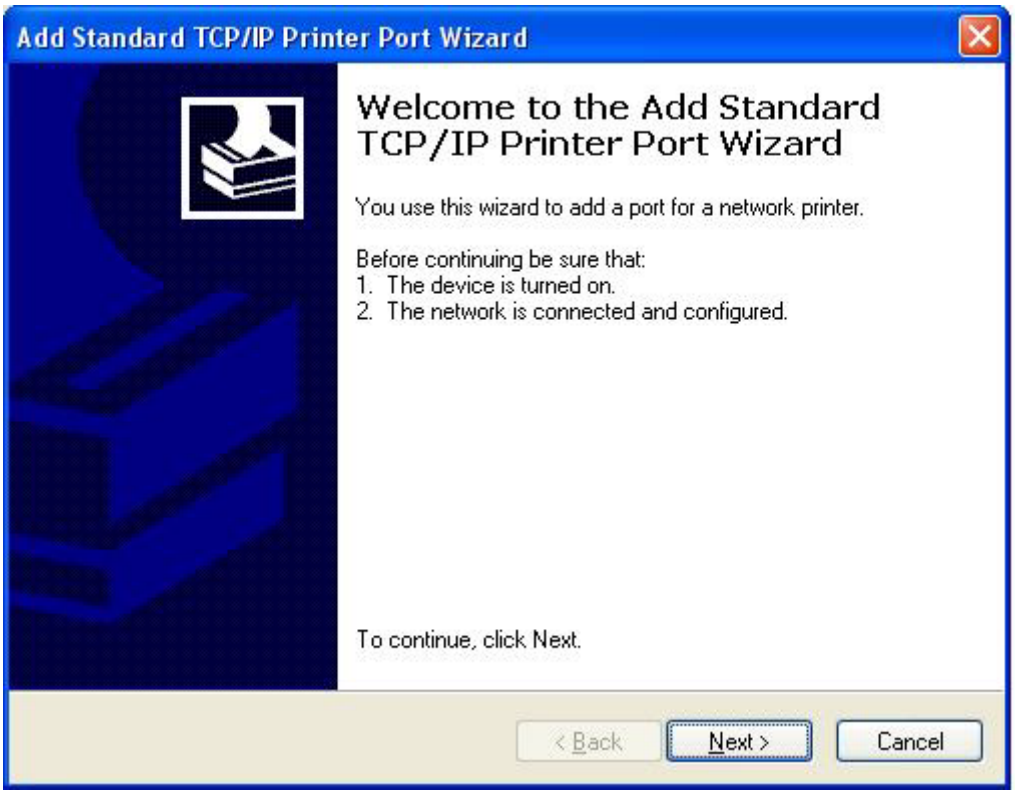

Add Printer Wizard
Select a Printer Port
Computers communicate with printers through ports.
Select the port you want your printer to use. If the port is not listed, you can create a new port.
Use the following port:
LPT1: (Recommended Printer Port)
LPT1: (Recommended Printer Port)
LPT2: (Printer Port)
LPT3: (Printer Port)
COM1: (Serial Port)
COM2: (Serial Port)
COM3: (Serial Port)
COM4: (Serial Port)
FILE: (Print to File)
DOT4_001 (HP OfficeJet Series 500)
IR (Local Port)
LaserJet 4345mfp (HP Standard TCP/IP Port)
Create a new port:
Type of port:
HP Standard TCP/IP Port
< Back
Next >
Cancel

8. If your computer is not connected to the MFP, select **Create a new port** under **Select a Printer Port**.

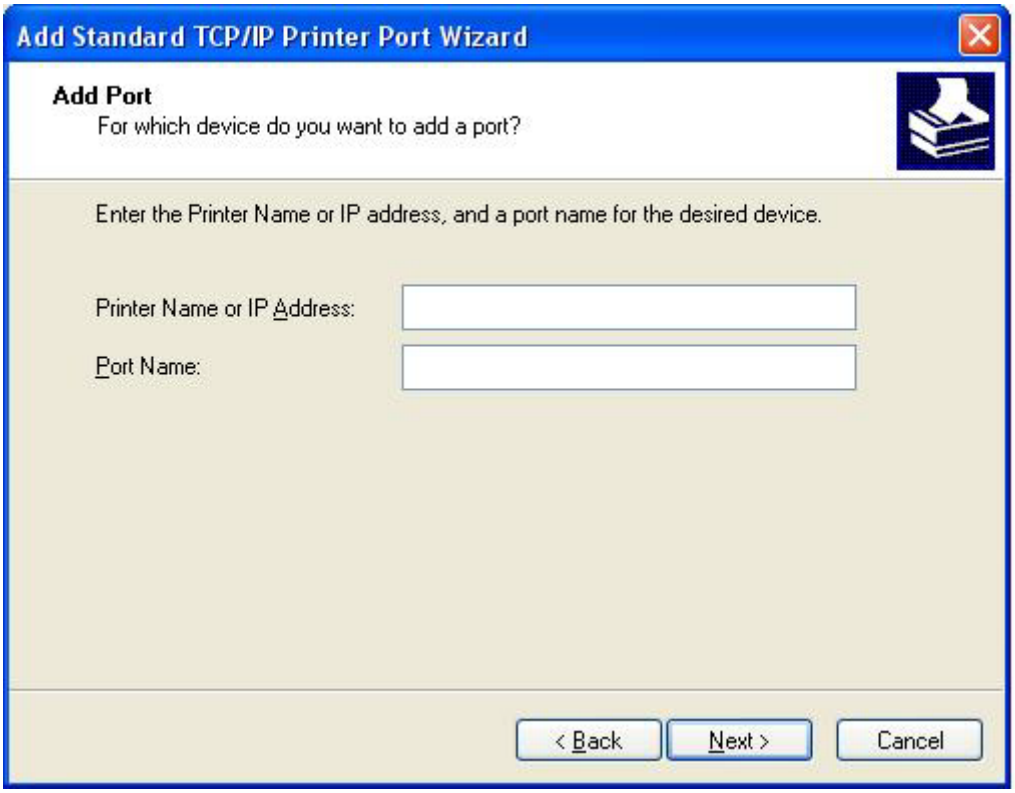

Add Printer Wizard
Select a Printer Port
Computers communicate with printers through ports.
Select the port you want your printer to use. If the port is not listed, you can create a new port.
Use the following port:
LPT1: (Recommended Printer Port)
Note: Most computers use the LPT1: port to communicate with a local printer. The connector for this port should look something like this:
Create a new port:
Type of port:
Standard TCP/IP Port
< Back
Next >
Cancel

9. In the **Type of port** drop-down menu, select **Standard TCP/IP Port**. Click **Next**.

10. In the **Add Standard TCP/IPPrinter Port Wizard** dialog box, click **Next**.


Add Standard TCP/IP Printer Port Wizard
Welcome to the Add Standard TCP/IP Printer Port Wizard
You use this wizard to add a port for a network printer.
Before continuing be sure that:
1. The device is turned on.
2. The network is connected and configured.
To continue, click Next.
< Back
Next >
Cancel

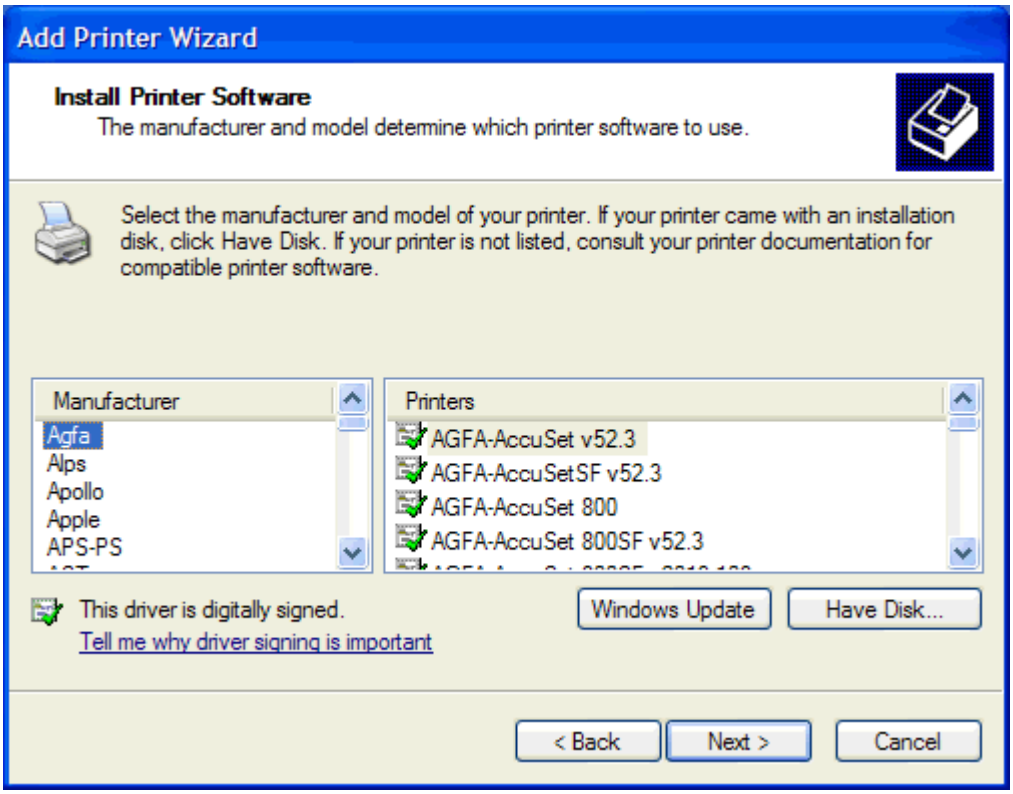
11. Under **Add Port**, type the MFP printer name or IP address in the **Printer Name or IP Address** text box and then click **Next**.


Add Standard TCP/IP Printer Port Wizard
Add Port
For which device do you want to add a port?
Enter the Printer Name or IP address, and a port name for the desired device.
Printer Name or IP Address:
Port Name:
< Back
Next >
Cancel

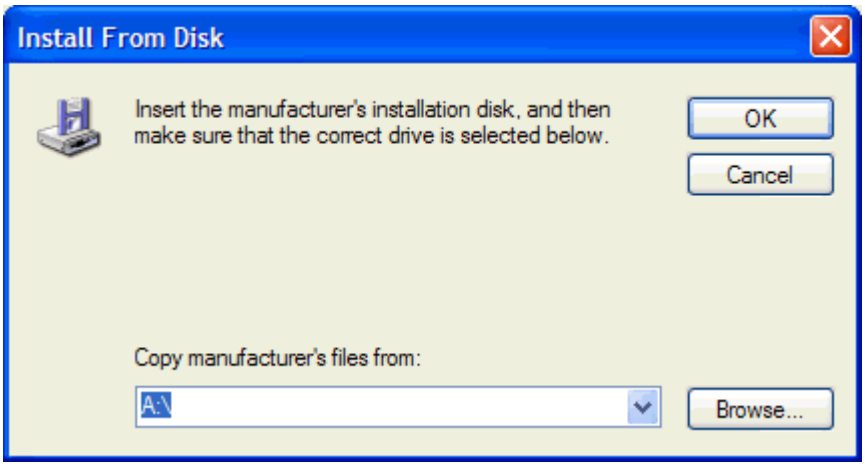
NOTE: The default port name is the name that you typed in the **Printer Name or IP Address** text box. You can change this name by typing a new name in the **Port Name** text box.

12. Click **Finish**.

13. Under **Install Printer Software**, click **Have Disk**.


Add Printer Wizard
Install Printer Software
The manufacturer and model determine which printer software to use.
Select the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for compatible printer software.
Manufacturer
Agfa
Alps
Apollo
Apple
APS-PS
Printers
AGFA-AccuSet v52.3
AGFA-AccuSetSF v52.3
AGFA-AccuSet 800
AGFA-AccuSet 800SF v52.3
This driver is digitally signed.
Tell me why driver signing is important
Windows Update
Have Disk...
< Back
Next >
Cancel

14. In the **Install From Disk** dialog box, click **Browse**.



15. Browse to and select the MFP Send Fax driver .INF file extracted in step 1.

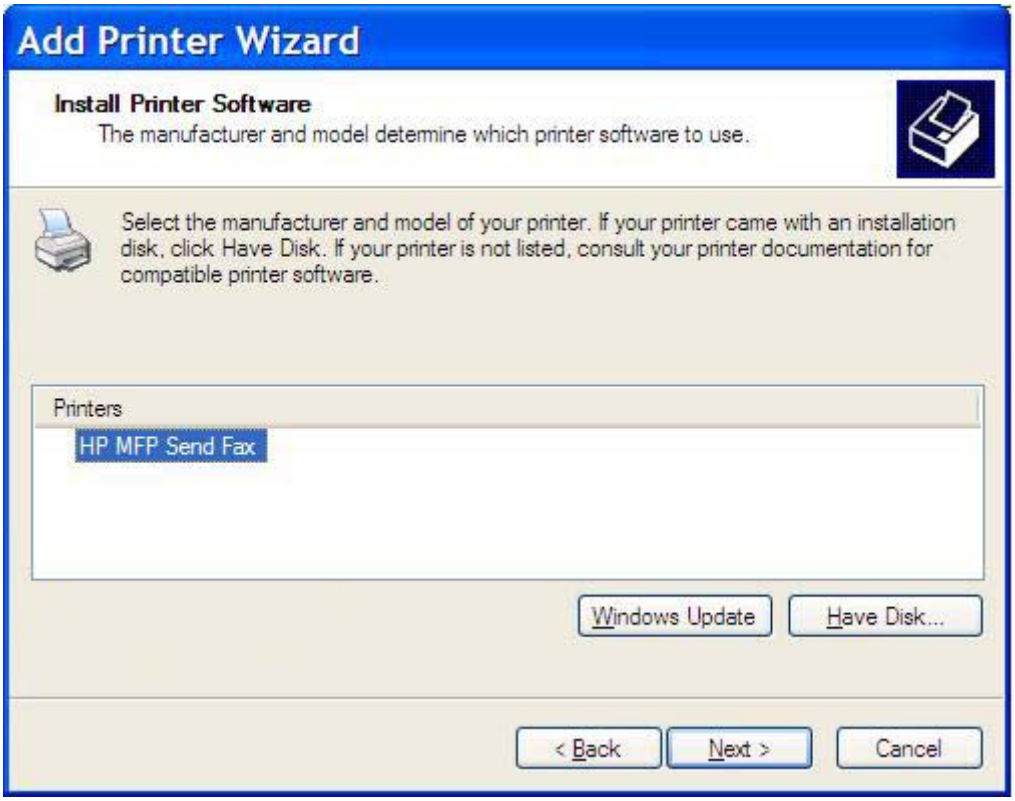
NOTE: Two versions of the .INF file are available: a 32-bit version for Windows 2000, Windows XP, and Windows Server 2003 and a 64-bit version for Windows XP Professional x64, Windows Server 2003 x64, and Windows Vista.

The following message displays if you select the wrong version of the file:**The specified location does not contain information about your printer**.

16. Click **Open**.

17. Click **OK**.

18. Under **Install Printer Software**, click **Next**.

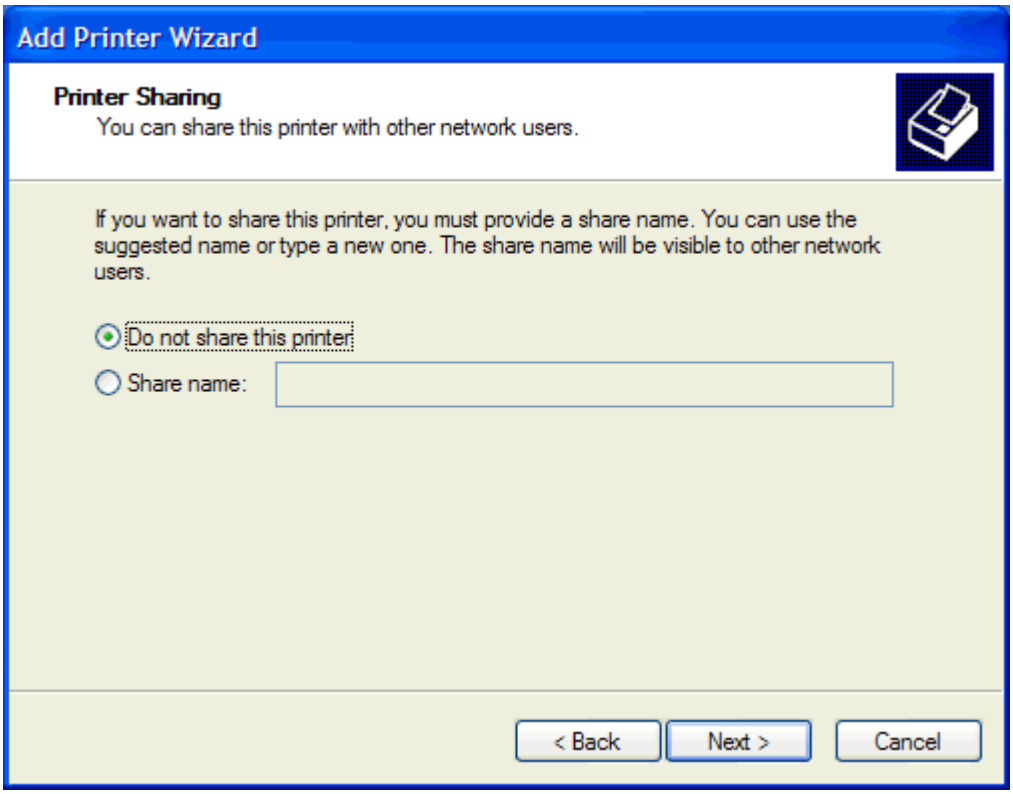

Add Printer Wizard
Install Printer Software
The manufacturer and model determine which printer software to use.
Select the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for compatible printer software.
Printers
HP MFP Send Fax
Windows Update
Have Disk...
< Back
Next >
Cancel

19. In the **Printer name** text box under **Name Your Printer**, type a name for the printer. The default printer name is HP MFP Send Fax.

Add Printer Wizard
Name Your Printer
You must assign a name to this printer.
Type a name for this printer. Because some programs do not support printer and server name combinations of more than 31 characters, it is best to keep the name as short as possible.
Printer name:
HP MFP Send Fax
Do you want to use this printer as the default printer?
Yes
No
< Back
Next >
Cancel

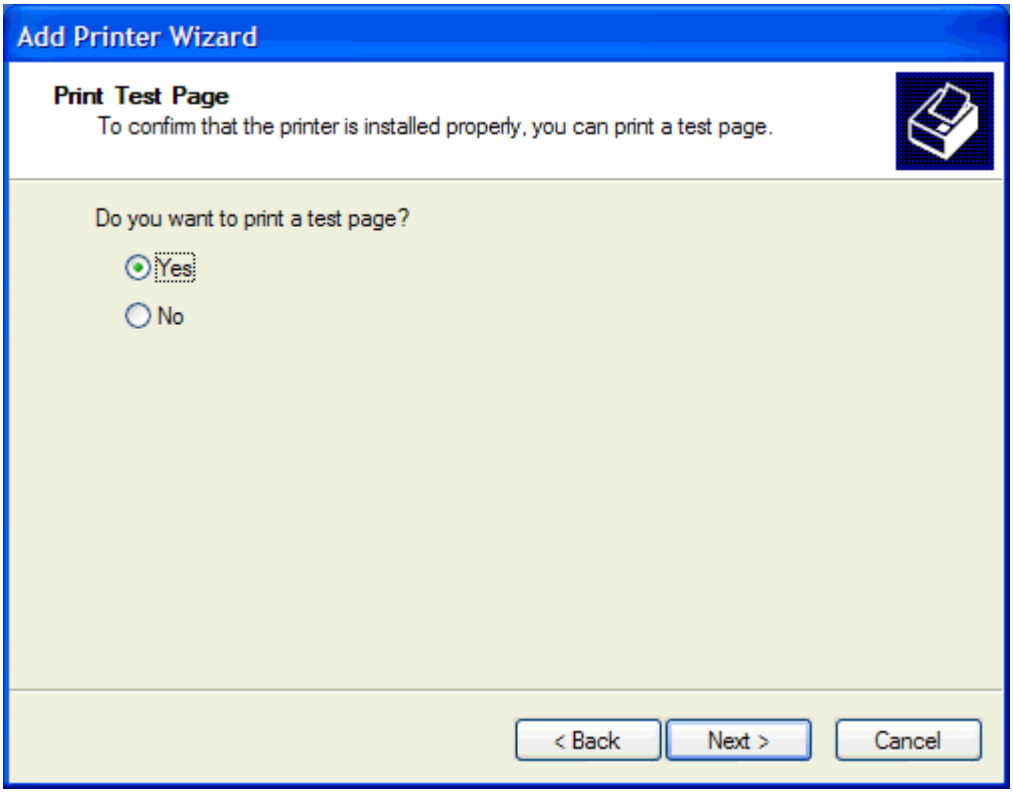
20. Click **Next**.

21. Under **Printer Sharing**, click **Next**.


Add Printer Wizard
Printer Sharing
You can share this printer with other network users.
If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.
Do not share this printer
Share name:
< Back
Next >
Cancel

NOTE: You can share the printer by selecting **Share name** on the **Printer Sharing** window. The MFP Send Fax driver is then available for a Point-and-Print connection. Some features, such as fax preview, are not available if the driver is accessed by using a Point-and-Print connection.

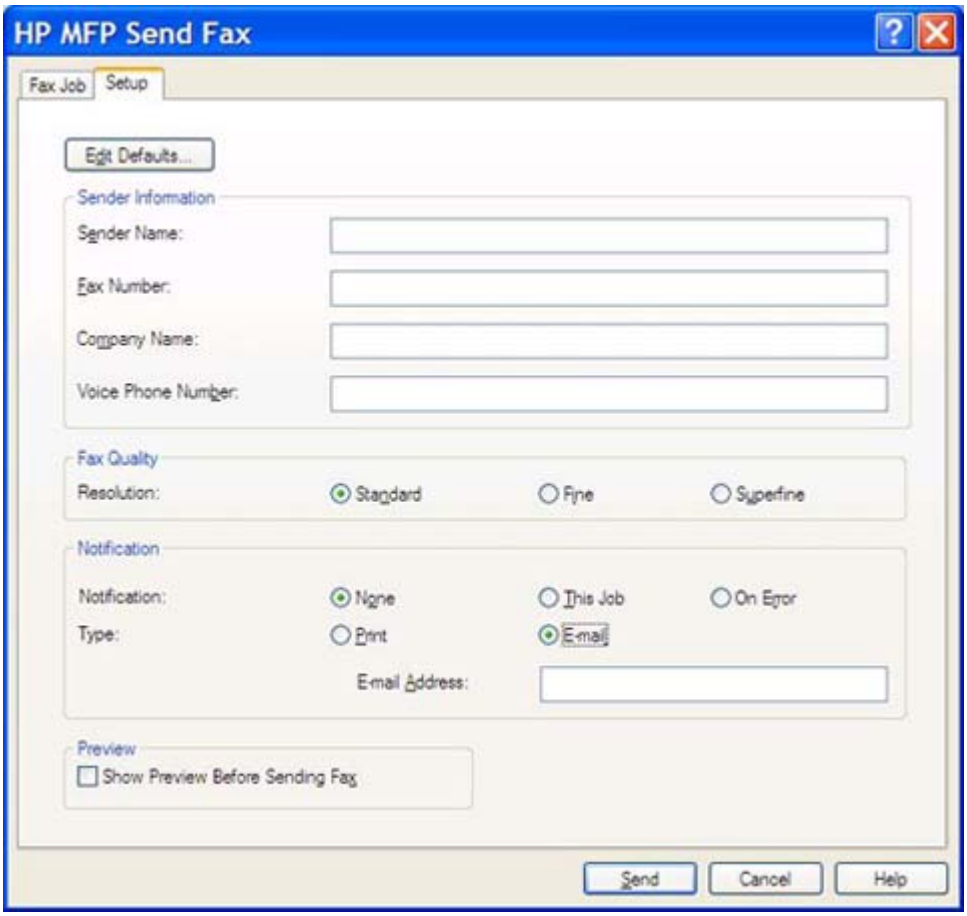
22. Under **Print Test Page**, select **Yes** to print a test page and then click **Next**.


Add Printer Wizard
Print Test Page
To confirm that the printer is installed properly, you can print a test page.
Do you want to print a test page?
Yes
No
< Back
Next >
Cancel

NOTE: Selecting **Yes** to print a test page sends a fax. No page is printed.

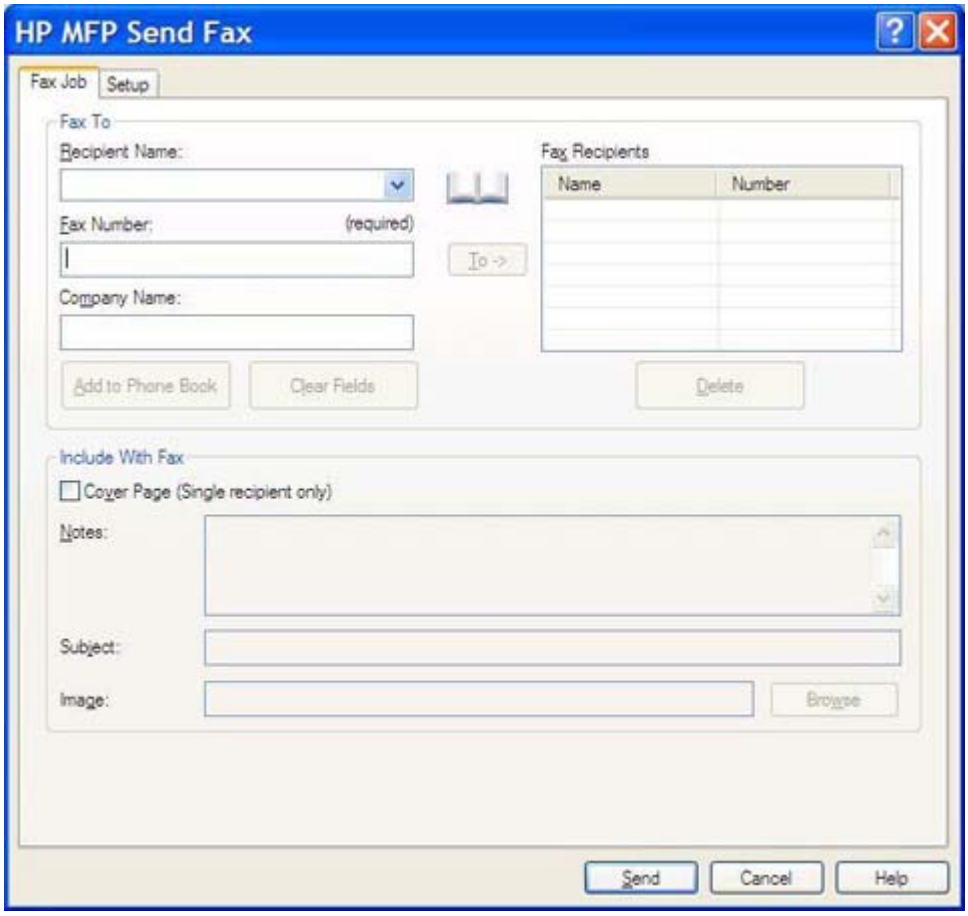
a. In the **Completing the Add Printer Wizard** dialog box, click **Finish** to complete the wizard and continue sending a test fax.

b. In the **HP MFP Send Fax** dialog box, click the **Fax Job** tab.



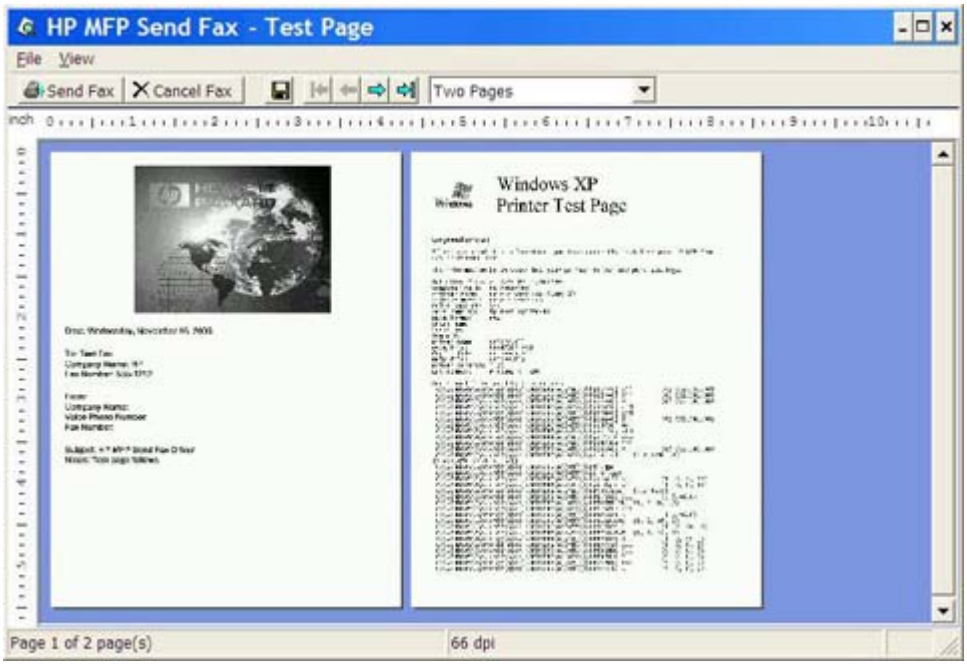
NOTE: The **Setup** information is not required to send a test page. To set the default sender information and fax settings for all faxes, see Configuration on page 55.

c. In the **Fax Number** text box under **Fax To**, type the fax number where the test page will be sent, click **To ->** to enter the number in the **Fax Recipients** list.



d. Click **Send**.

e. The preview window opens if you selected **Show Preview Before Sending Fax** on the **Setup** tab. On the toolbar, click **Send Fax**.



f. A message appears asking if the test page printed. Verify that the test page printed on the receiving fax machine and then click **OK**.

NOTE: The test page is delivered to the fax number that you typed in the **Fax Number** text box on the **Fax Job** tab.

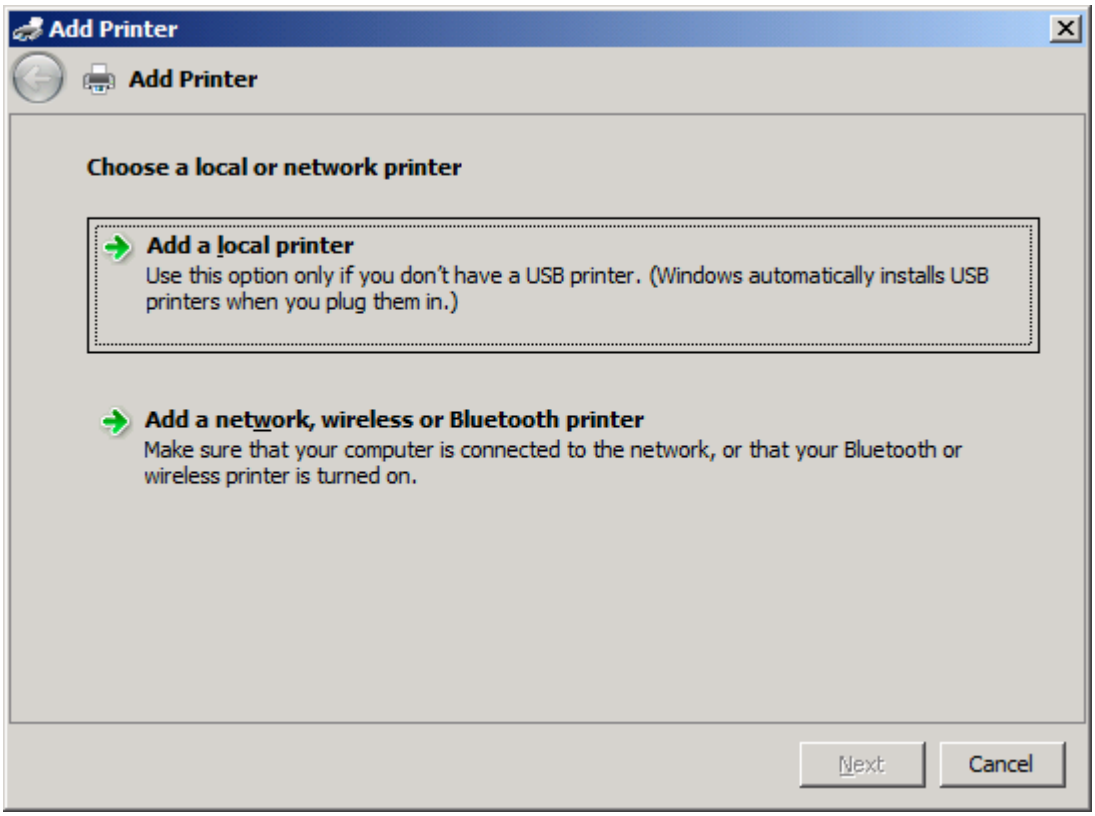
Install the driver in Windows Vista

1. In Windows Explorer, double-click the downloaded MFP Send Fax driver executable file to extract the driver files.
2. Click **Start**, click **Control Panel**, and then click **Printer**.

NOTE: The **Printer** menu is located under the **Hardware and Sound** heading.

3. In the **Printer** window, click the **Add a printer** button on the top menu bar.
4. In the **Add printer** welcome dialog box, click **Next**.

5. Under **Choose a local or network printer**, click the **Add a local printer** button.


Add Printer
Add Printer
Choose a local or network printer
Add a local printer
Use this option only if you don't have a USB printer. (Windows automatically installs USB printers when you plug them in.)
Add a network, wireless or Bluetooth printer
Make sure that your computer is connected to the network, or that your Bluetooth or wireless printer is turned on.
Next
Cancel

NOTE: Select **Choose a local or network printer** to install the MFP Send Fax driver on a network printer. The printer name is HP MFP Send Fax when the driver is installed on a local printer.

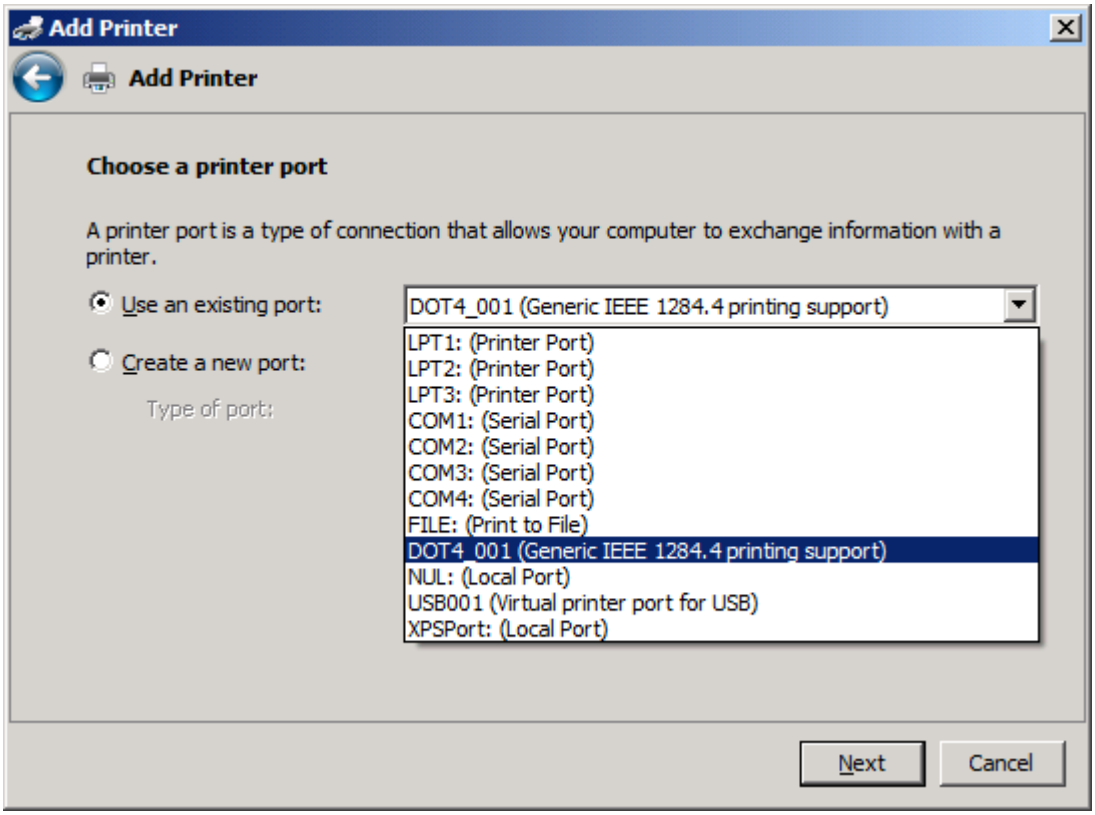
If you select **Add a network, wireless or Bluetooth printer**, then the IP address of the computer is required. Some features, such as fax preview, are not available if the driver is installed by using the network printer installation (Point-and-Print).

The MFP Send Fax driver cannot be installed on a printer that is connected to the computer through a serial, parallel, or USB port. It must be on a network.

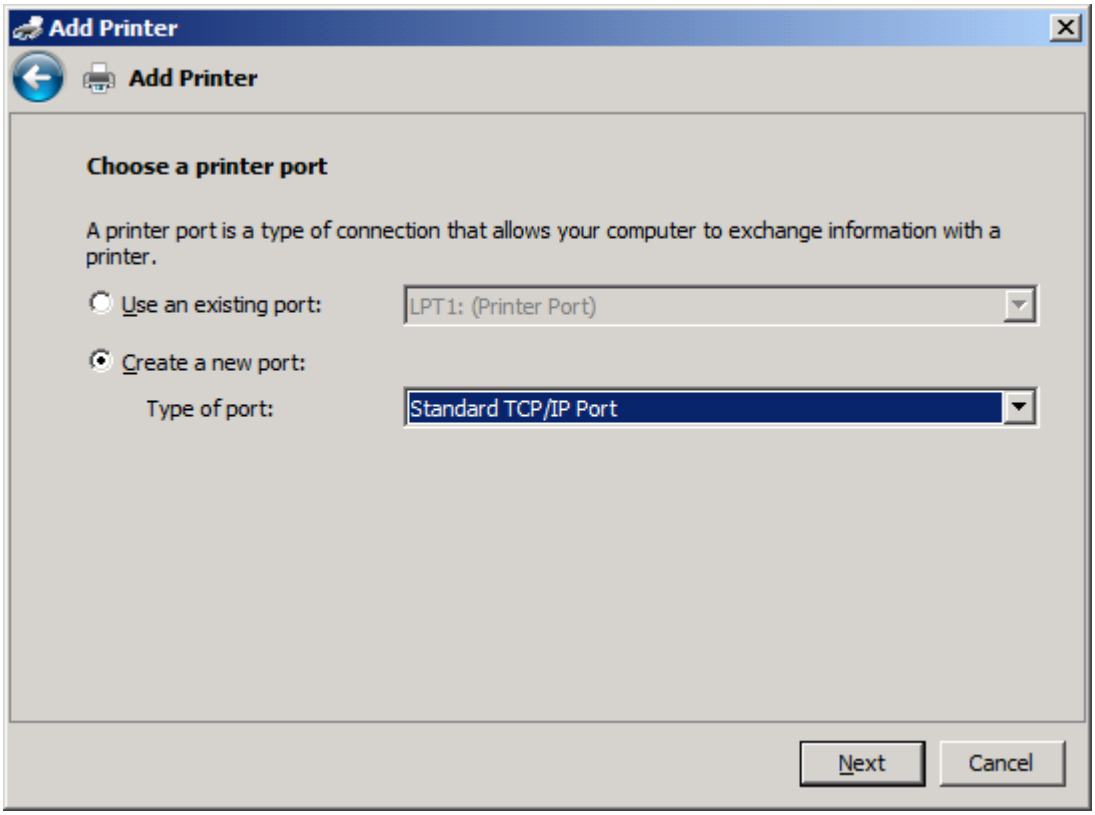
6. If your computer is already connected to the MFP, under **Choose a printer port**, select **Use an existing port**.

NOTE: If your computer is not connected to the MFP, go to step 8.

7. In the **Use an existing port** drop-down menu, select the name or IP address of the MFP. Click **Next** and then go to step 12.

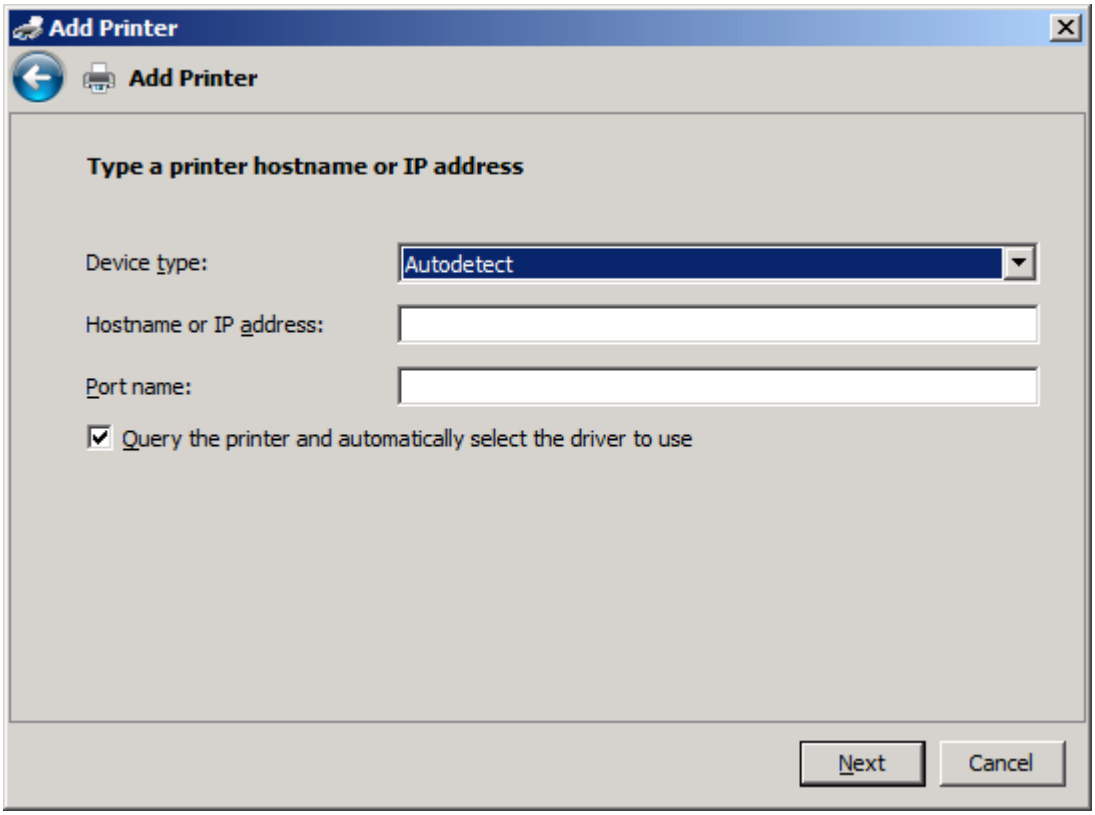

Add Printer
Add Printer
Choose a printer port
A printer port is a type of connection that allows your computer to exchange information with a printer.
Use an existing port:
DOT4_001 (Generic IEEE 1284.4 printing support)
Create a new port:
Type of port:
LPT1: (Printer Port)
LPT2: (Printer Port)
LPT3: (Printer Port)
COM1: (Serial Port)
COM2: (Serial Port)
COM3: (Serial Port)
COM4: (Serial Port)
FILE: (Print to File)
DOT4_001 (Generic IEEE 1284.4 printing support)
NUL: (Local Port)
USB001 (Virtual printer port for USB)
XPSPort: (Local Port)
Next
Cancel

8. If your computer is not connected to the MFP, select **Create a new port** under **Choose a printer port**.


Add Printer
Add Printer
Choose a printer port
A printer port is a type of connection that allows your computer to exchange information with a printer.
Use an existing port:
LPT1: (Printer Port)
Create a new port:
Type of port:
Standard TCP/IP Port
Next
Cancel

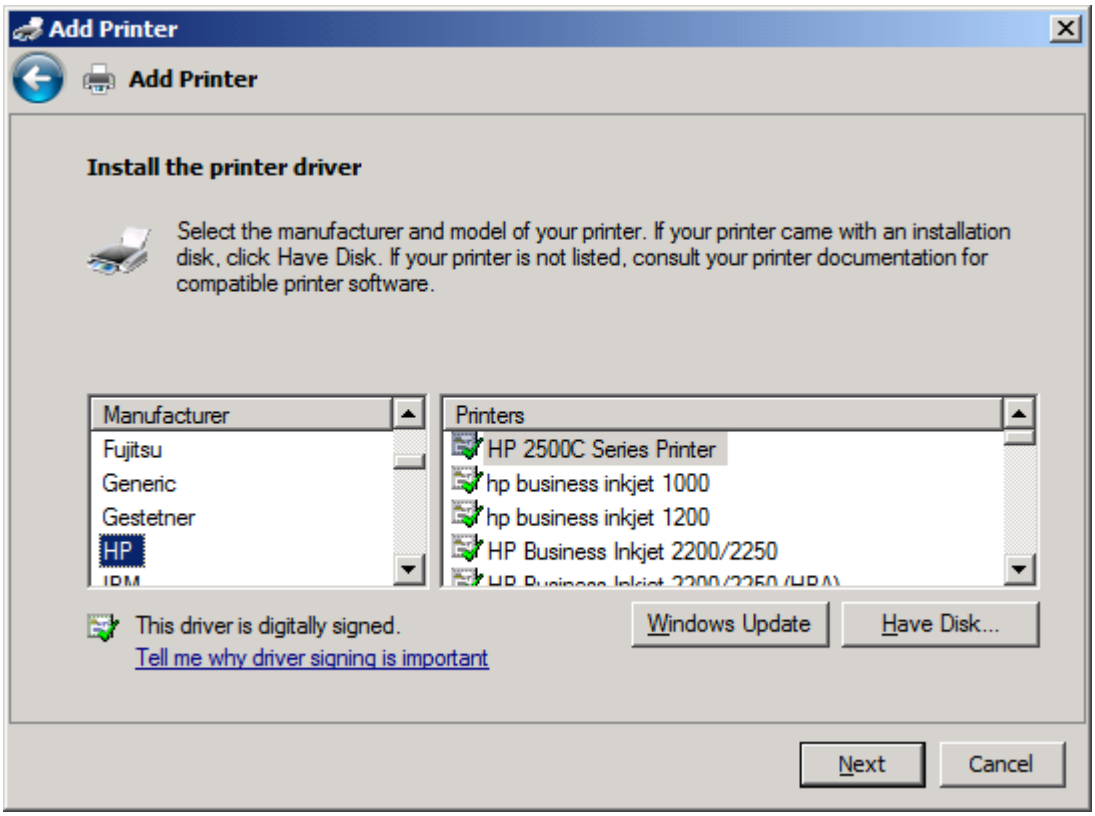
9. In the **Type of port** drop-down menu, select **Standard TCP/IP Port**. Click **Next**.

10. Under **Type a printer hostname or IP address**, type the MFP printer name or IP address in the **Hostname or IP address** text box and then click **Next**.

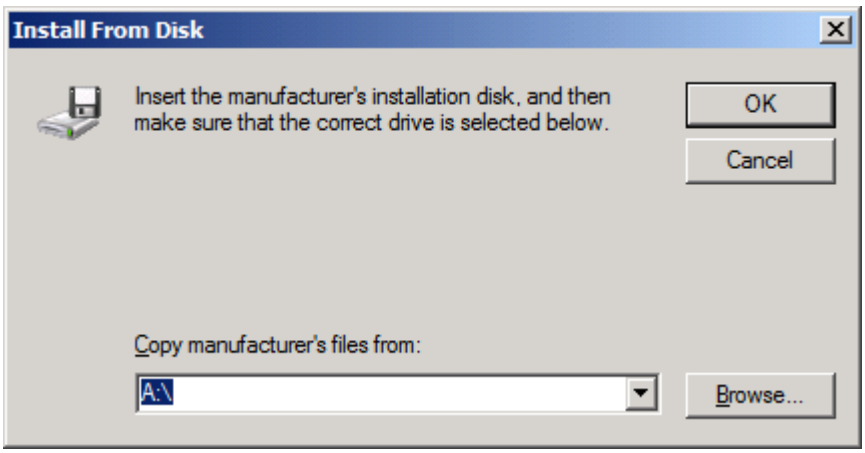


NOTE: The default port name is the name that you typed in the **Hostname or IP address** text box. You can change this name by typing a new name in the **Port name** text box.

11. Under **Install the print driver**, click **Have Disk**.


Add Printer
Add Printer
Install the printer driver
Select the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for compatible printer software.
Manufacturer
Fujitsu
Generic
Gestetner
HP
Printers
HP 2500C Series Printer
hp business inkjet 1000
hp business inkjet 1200
HP Business Inkjet 2200/2250
This driver is digitally signed.
Tell me why driver signing is important
Windows Update
Have Disk...
Next
Cancel

12. In the **Install From Disk** dialog box, click **Browse**.



13. Browse to and select the MFP Send Fax driver .INF file extracted in step 1.

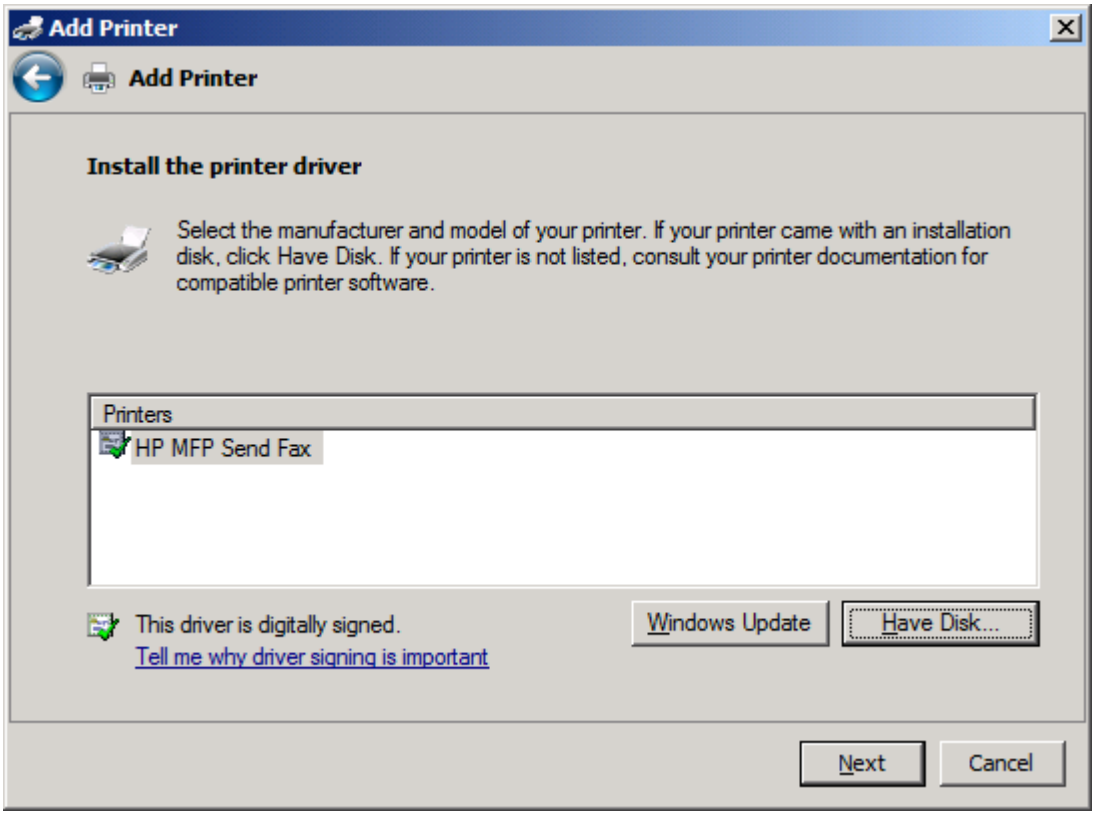
NOTE: Two versions of the .INF file are available: a 32-bit version for Windows 2000, Windows XP, Windows Server 2003, and Windows Vista; and a 64-bit version for Windows XP Professional x64, Windows Server 2003 x64, and Windows Vista x64

The following message displays if you select the wrong version of the file: **The specified location does not contain information about your printer**.

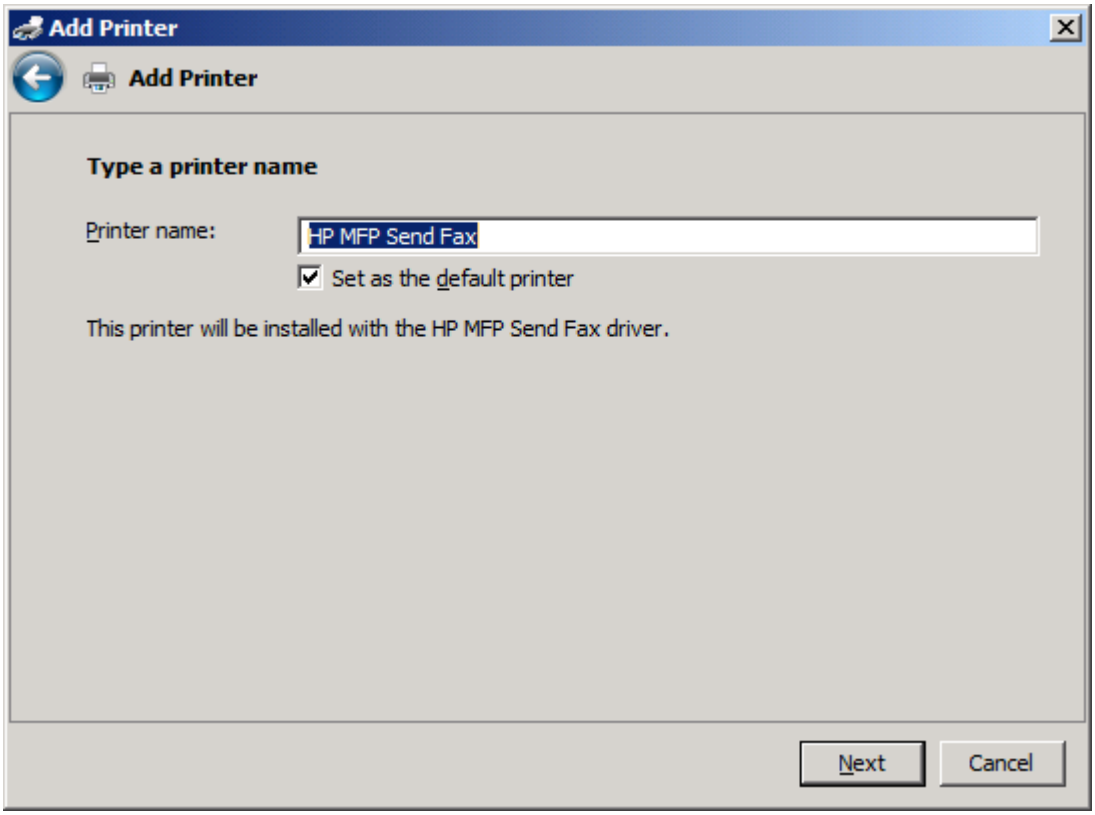
14. Click **Open**.

15. Click **OK**.

16. Under **Install the printer driver**, click **Next**.


Add Printer
Add Printer
Install the printer driver
Select the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for compatible printer software.
Printers
HP MFP Send Fax
This driver is digitally signed.
Tell me why driver signing is important
Windows Update
Have Disk...
Next
Cancel

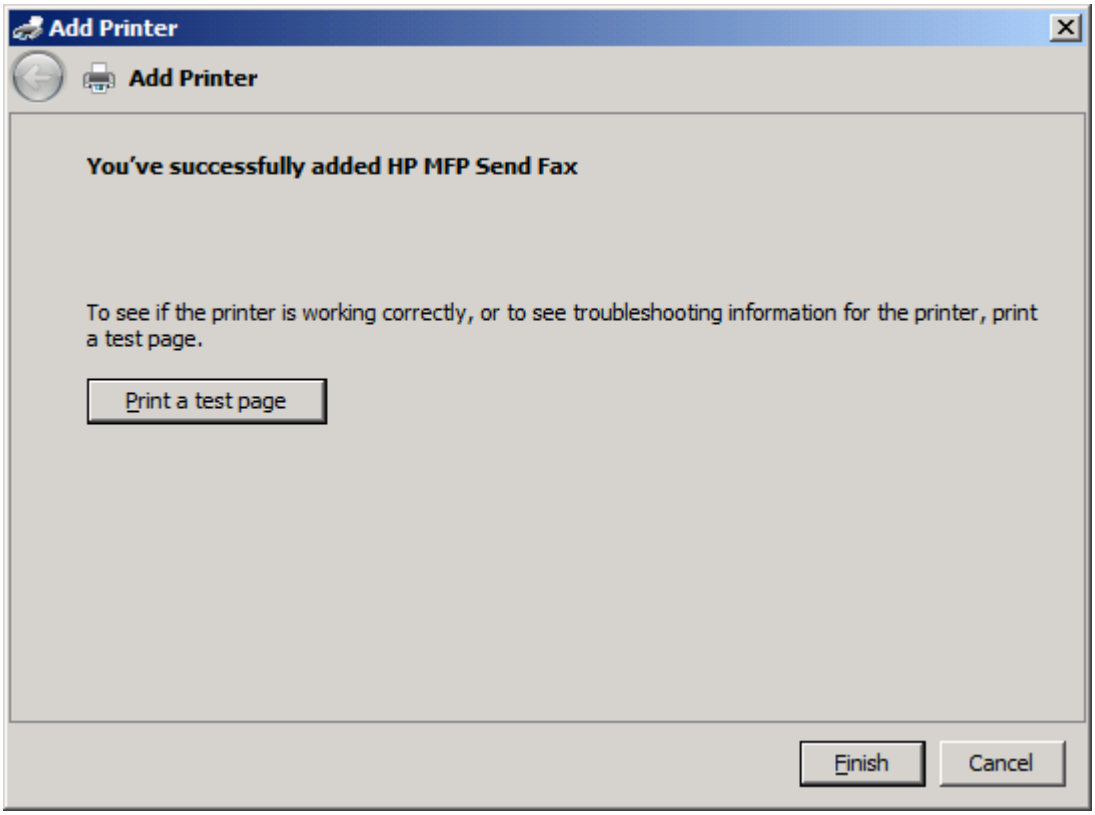
17. In the **Printer name** text box the default name **HP MFP Send Fax** is displayed. You can change this name by typing a new name in the text box.



18. Click **Next**.

19. A screen with a test page option is displayed. To send a test fax to another machine, click **Print a test page**.

NOTE: Although the button option is labeled **Print a test page**, no page is printed locally.


Add Printer
Add Printer
You've successfully added HP MFP Send Fax
To see if the printer is working correctly, or to see troubleshooting information for the printer, print a test page.
Print a test page
Finish
Cancel

20. Click **Finish**.

Uninstall the HP MFP Send Fax driver

Uninstall the MFP Send Fax driver in Windows XP

1. Click **Start**, click **Settings**, and then click **Printers and Faxes**.
2. In the **Printers and Faxes** window, right-click the MFP printer where MFP Send Fax is installed and then click **Delete**.
3. Click **Start**, click **Settings**, and then click **Printers and Faxes**.
4. Right-click in the **Printers and Faxes** window and then click **Server Properties**.
5. In the **Print Server Properties** dialog box, click **Drivers**.
6. Select the MFP Send Fax driver and then click **Remove**.
7. Click **OK**.

Uninstall the MFP Send Fax driver in Windows Vista

1. Click **Start**, click **Control Panel**, and then click **Printer**.
2. In the **Printers** window, right-click the MFP printer where MFP Send Fax is installed and then click **Delete**.
3. Right-click the **Printers** window and then click **Server Properties**.
4. In the **Print Server Properties** dialog box, click the **Drivers** tab.
5. Select the MFP Send Fax driver and then click **Remove**.
6. Click **OK**

2 Send faxes

- Send a fax to a single recipient
- Send a fax to multiple recipients
- Send a fax by using the phone book
- Cancel a fax job
- Insert special characters in the fax number
- Edit the phone book
- Export phone book entries to a comma-separated values (CSV) formatted file
- Import phone book entries from a CSV formatted file
- Voice Calls and Retries

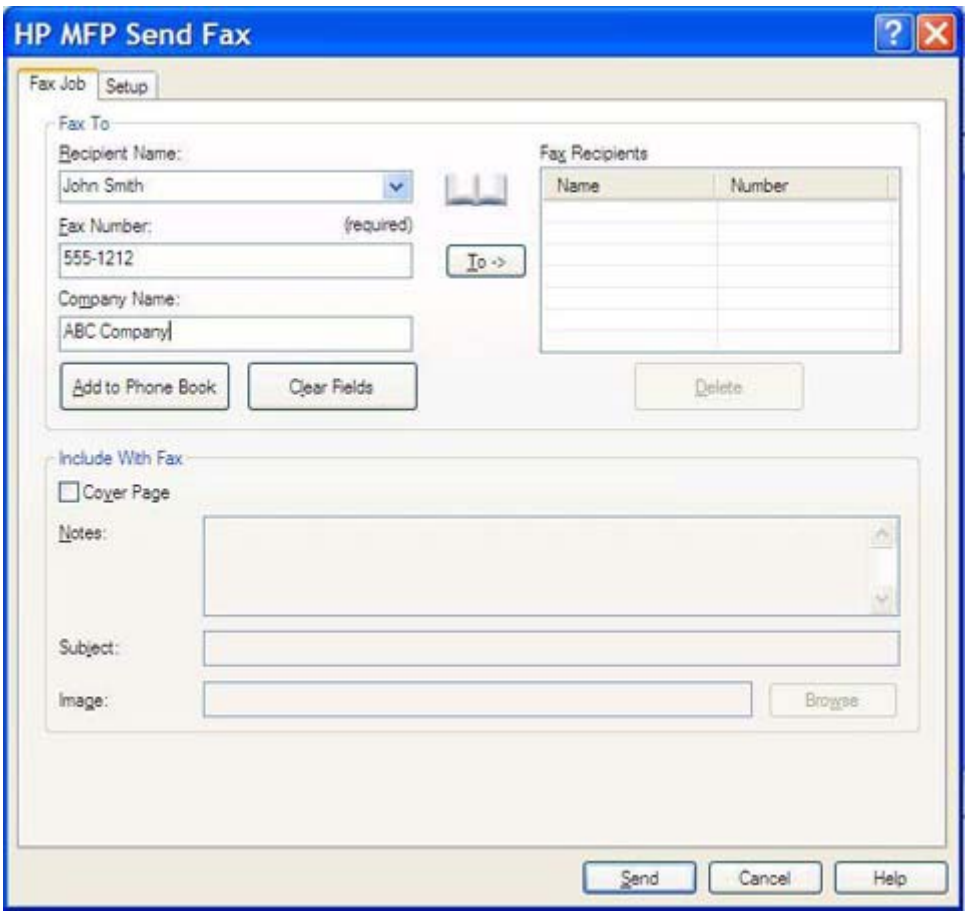
Send a fax to a single recipient

1. Open the document to be faxed in the software program in which it was created.
2. Click **File** and then click **Print**.
3. Select the HP MFP Send Fax driver from the list of printers.
4. Click **OK** or **Print**.

NOTE: Click the button that sends a document to the printer. This might not be labeled the same way in all programs.

5. Under **Fax To** in the **HP MFP Send Fax** dialog box, type the recipient name, fax number, and company name. The fax number is the only required information.

   The **Recipient Name** drop-down box includes individual recipients as well as group names. If the text box is blank and the drop-down list is selected, the drop-down list contains the 20 most recently used names, sorted in alphabetical order. If the drop-down list contained text when you opened the drop-down menu, the list shows all matching entries. The **Recipient Name** dropdown list holds a maximum of 20 entries. After the maximum is reached, a new entry replaces the oldest entry in the list.



NOTE: See Insert special characters in the fax number on page 43 for a list of special characters that you can use in the **Fax Number** text field.

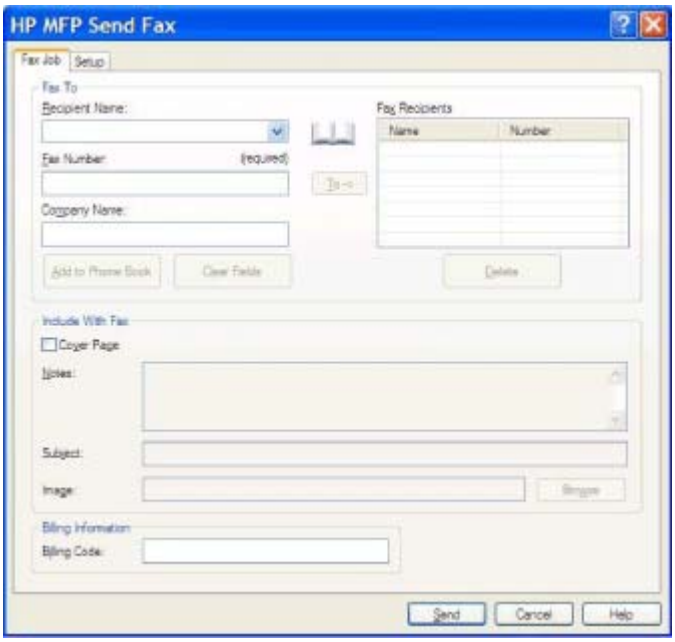
6. Click **Add to Phone Book** to add the recipient information to the MFP Send Fax phone book. This step is optional.

NOTE: Click **Clear Fields** to remove all of the values in the **Recipient Name**, **Fax Number**, and **Company Name** text boxes.

7. The default cover page information appears under **Include With Fax** in the **HP MFP Send Fax** dialog box. This information can be changed for any individual fax job.

NOTE: To set the default cover page settings for all faxes, see Configuration on page 55.

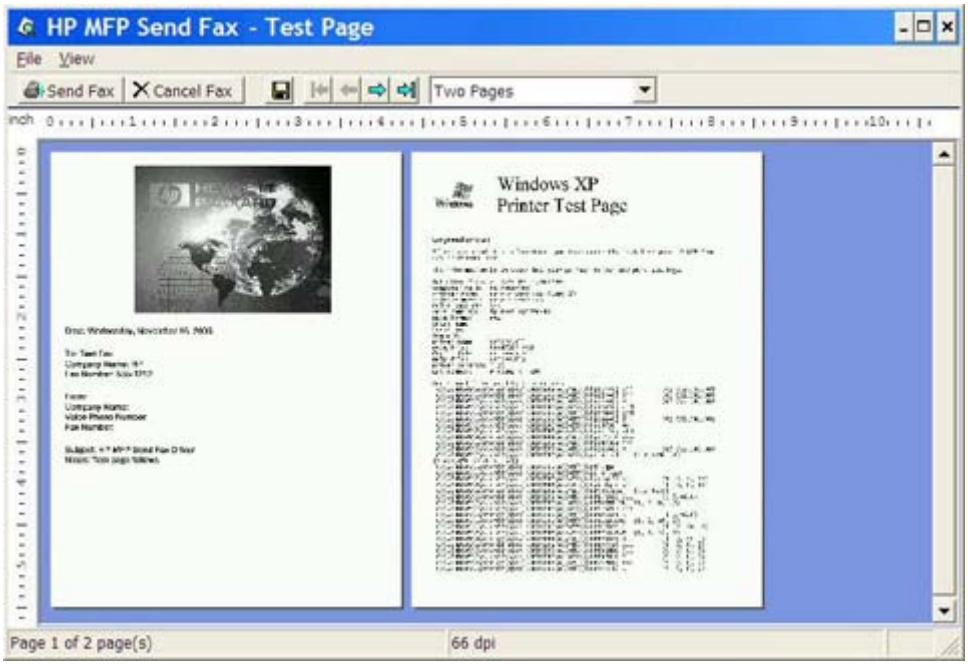
8. If the billing-code feature is enabled, type the billing code under **Billing Information** in the **HP MFP Send Fax** dialog box. The billing code can be changed for any individual fax job.



9. To send the fax with the default sender, fax quality, notification information, and preview preferences, click **Send**.

NOTE: Click the **Setup** tab in the **HP MFP Send Fax** dialog box to view the sender, fax quality, notification, and preview settings. This information can be changed for any individual fax job. Click **Send** to send the fax.

10. If you selected **Show Preview Before Sending Fax** on the **Setup** tab, a preview of the fax job appears. Review the fax for accuracy.



NOTE: The preview function is not available when you use Point-and-Print. Point-and-Print is a Windows feature that you can use to connect, print, or fax to a remote printer without using installation disks. Files and configuration information are automatically downloaded from the print server to the client.

11. Click **View** or use the zoom drop-down menu to change the size of the document preview.
12. Click the arrow buttons to navigate through the document.
13. Click **Send Fax** to send the fax or click **Cancel Fax** to close the send fax driver.

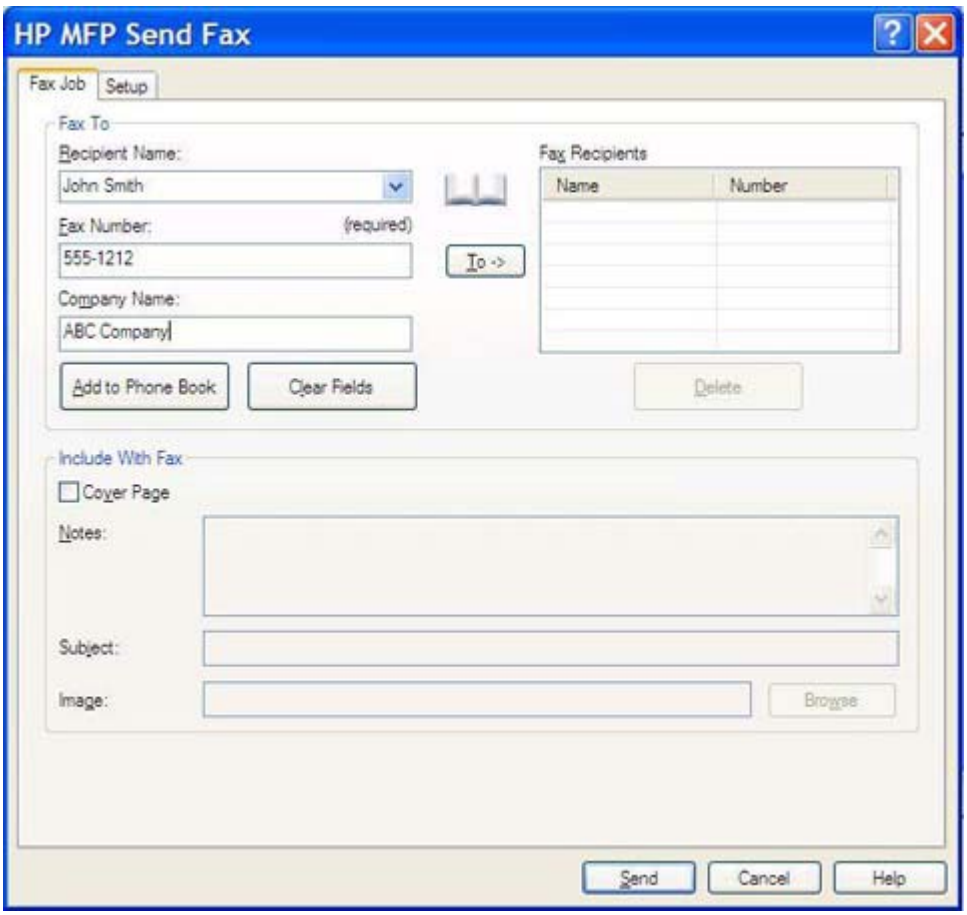
Send a fax to multiple recipients

1. Open the document to be faxed in the software program in which it was created.
2. Click **File** and then click **Print**.
3. Select the HP MFP Send Fax driver from the list of printers.
4. Click **OK** or **Print**.

NOTE: Click the button that sends a document to the printer. This might not be labeled the same way in all programs.

5. Under **Fax To** in the **HP MFP Send Fax** dialog box, type the recipient name, fax number, and company name.

   The **Recipient Name** drop-down box includes individual recipients as well as group names. If the text box is blank and the drop-down list is selected, the drop-down list contains the 20 most recently used names, sorted in alphabetical order. If the drop-down list contained text when you opened the drop-down menu, the list shows all matching entries. The **Recipient Name** drop-down list holds a maximum of 20 entries. After the maximum is reached, a new entry replaces the oldest entry in the list.



NOTE: The fax number is the only required information. Insert special characters in the fax number on page 43 for a list of special characters that you can use in the **Fax Number** text field.

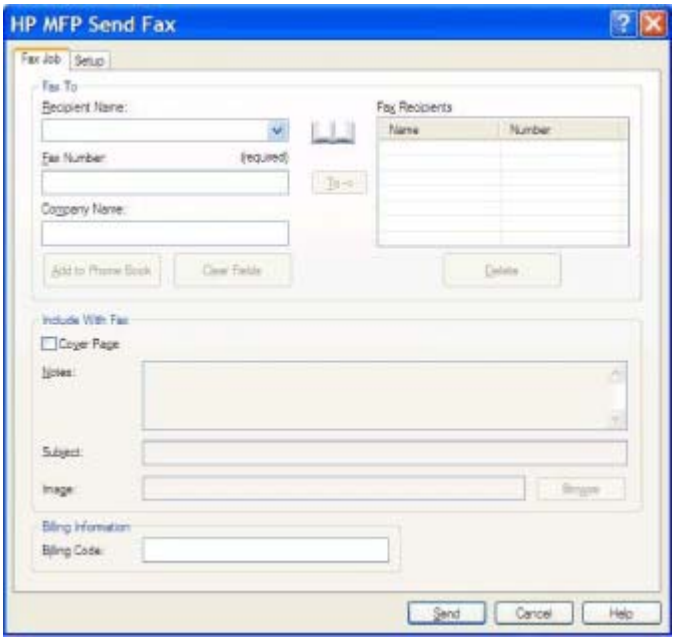
6. Click **Add to Phone Book** to add the recipient information to the MFP Send Fax phone book. This step is optional.

NOTE: Click **Clear Fields** to remove all of the values in the **Recipient Name**, **Fax Number**, and **Company Name** text boxes.

7. Click **To ->** to add the recipient information to the **Fax Recipients** field.

8. Repeat steps 5 through 7 for each fax recipient. The fax is sent to all of the names that appear in the **FaxRecipients** field.

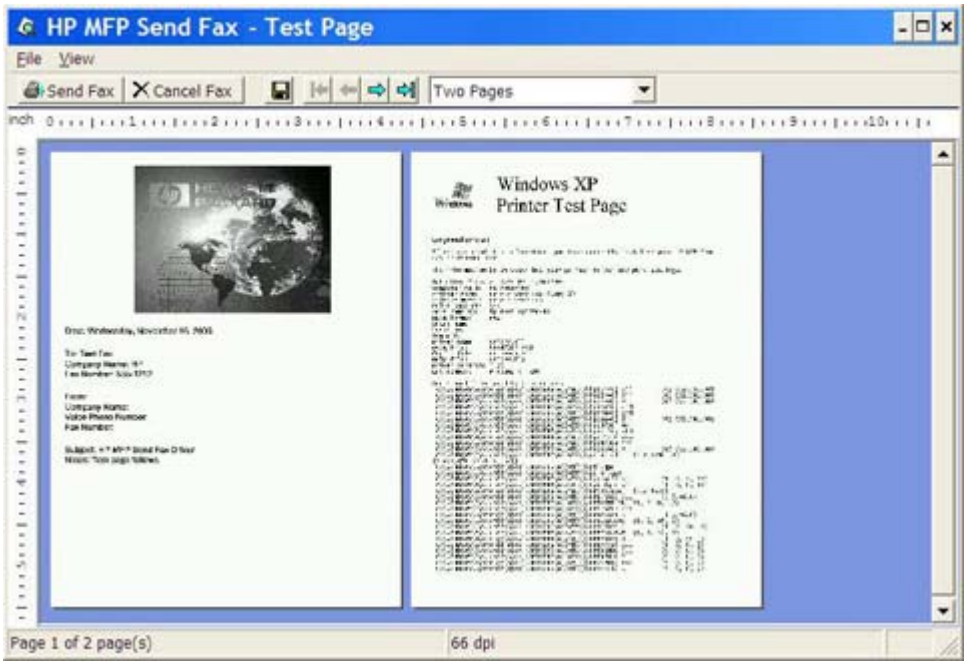
9. If the billing-code feature is enabled, type the billing code under **Billing Information** in the **HP MFP Send Fax** dialog box. The billing code can be changed for any individual fax job.



10. To send the fax with the default sender, fax quality, notification information, and preview preferences, click **Send**.

NOTE: Click the **Setup** tab on the **HP MFP Send Fax** dialog box to view the sender, fax quality, notification, and preview settings. This information can be changed for any individual fax job. Click **Send** to send the fax.

11. If you selected **Show Preview Before Sending Fax** on the **Setup** tab, a preview of the fax job appears. Review the fax for accuracy.



NOTE: The preview function is not available when you use Point-and-Print. Point-and-Print is a Windows feature that you can use to connect, print, or fax to a remote printer without using installation disks. Files and configuration information are automatically downloaded from the print server to the client.

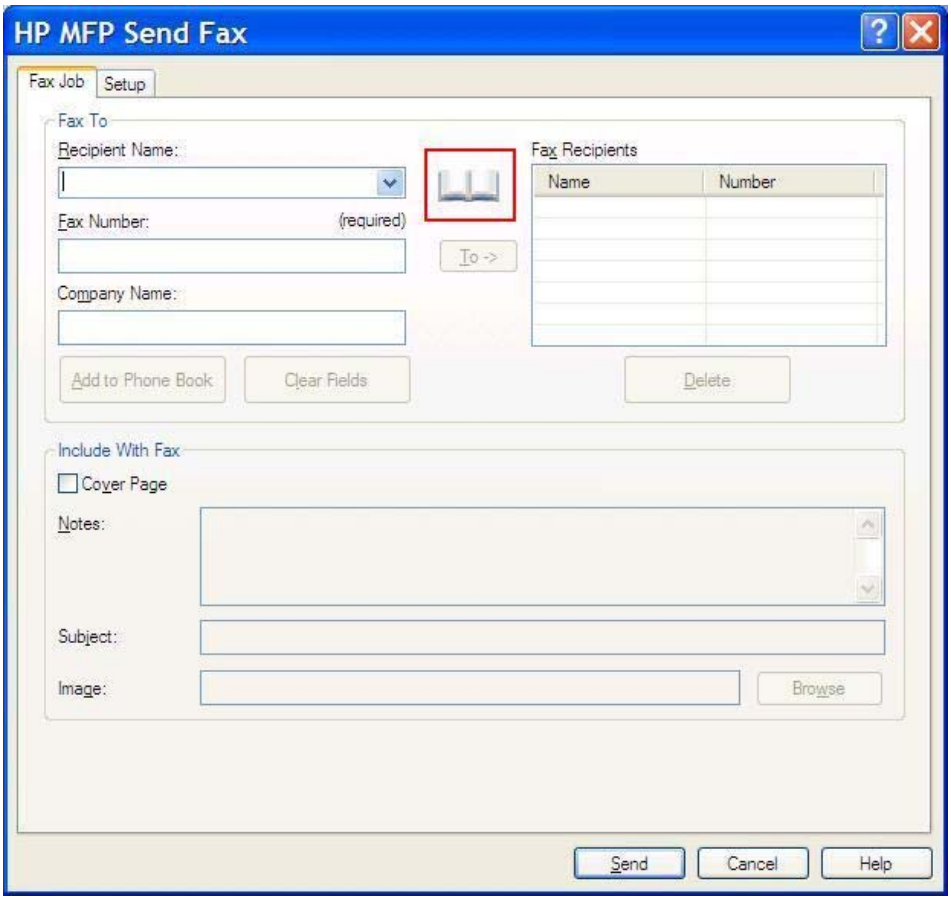
12. Click **View** or use the zoom drop-down menu to change the size of the document preview.
13. Click the arrow buttons to navigate through the document.
14. Click **Send Fax** to send the fax or click **Cancel Fax** to close the send fax driver.

Send a fax by using the phone book

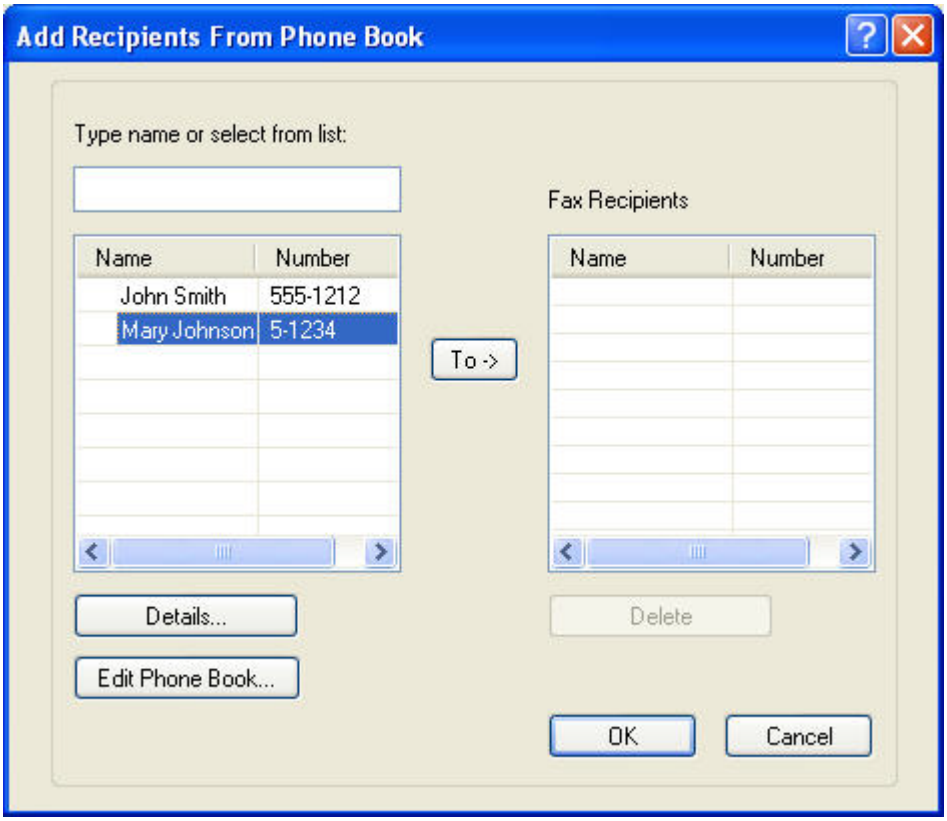
1. Open the document to be faxed in the software program in which it was created.
2. Click **File** and then click **Print**.
3. Select the HP MFP Send Fax driver from the list of printers.
4. Click **OK** or **Print**.

NOTE: Click the button that sends a document to the printer. This might not be labeled the same way in all programs.

5. Under **Fax To** in the **HP MFP Send Fax** dialog box, click the book icon.



6. In the **Add Recipients From Phone Book** dialog box, select the name of each fax recipient and click **To ->** to populate the **Fax Recipients** field.



7. After you have added all of the fax recipients to the **Fax Recipients** field, click **OK**.

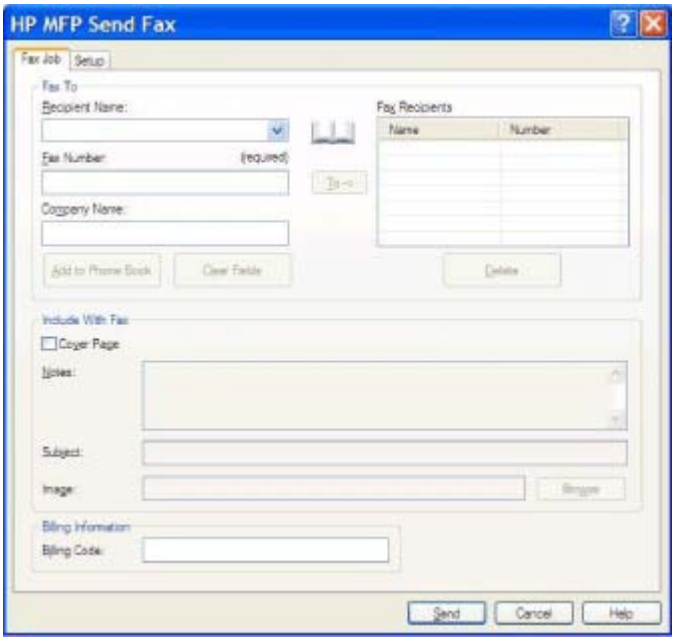
NOTE: The maximum number of fax recipients is 100.

8. The default cover page information appears under **Include With Fax** in the **HP MFP Send Fax** dialog box. This information can be changed for any individual fax job.

NOTE: To set the default cover page settings for all faxes, see Configuration on page 55.

NOTE: When cover page is used with multiple recipients, the preview will only show the cover page for the first recipient. However, the cover page will be sent separately for each recipient. Only one recipient's name is shown on each cover page.

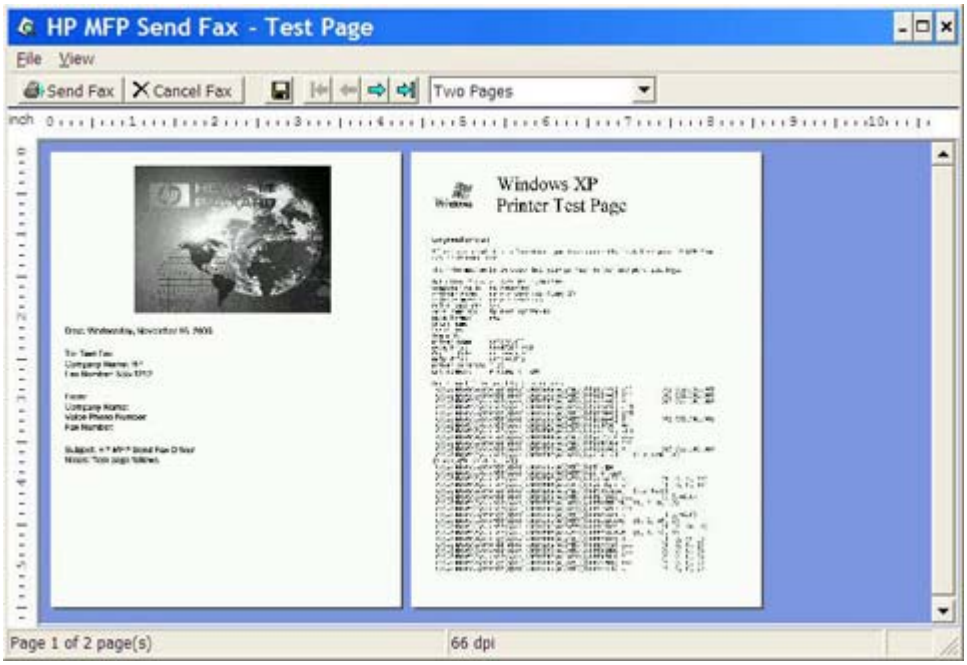
9. If the billing-code feature is enabled, type the billing code under **Billing Information** in the **HP MFP Send Fax** dialog box. The billing code can be changed for any individual fax job.



10. To send the fax to all of the fax recipients with the default sender, fax quality, notification information, and preview preferences, click **Send**.

NOTE: Click the **Setup** tab on the **HP MFP Send Fax** dialog box to view the sender, fax quality, notification, and preview settings. This information can be changed for any individual fax job. Click **Send** to send the fax.

11. If you selected **Show Preview Before Sending Fax** on the **Setup** tab, a preview of the fax job appears. Review the fax for accuracy.



NOTE: The preview function is not available when you use Point-and-Print. Point-and-Print is a Windows feature that you can use to connect, print, or fax to a remote printer without using installation disks. Files and configuration information are automatically downloaded from the print server to the client.

12. Click **View** or use the zoom drop-down menu to change the size of the document preview.
13. Click the arrow buttons to navigate through the document.
14. Click **Send Fax** to send the fax or click **Cancel Fax** to close the send fax driver.

Cancel a fax job

1. On the MFP control panel, press the red Stop button.

   NOTE: A menu displays that lists the active jobs that can be canceled.

2. Select the desired item to cancel and touch OK.

Insert special characters in the fax number

The **Fax Number** text field accepts special characters in addition to the numbers 0 through 9.

Table 2-1 Special characters

Special Character	Function
-	Use a hyphen in the fax number to make the number easier to read.
( )	Use parenthesis in the fax number to make the number easier to read.
[ ]	Use an opening and closing bracket to hide a portion of the fax number so that it does not print on the fax cover sheet, call reports, or e-mail confirmations. For example, a fax number might include a calling-card access code. Type brackets around the calling-card access code portion of the fax number to prevent showing this information.
*	The asterisk is transmitted as a touch-tone.
#	The number sign is transmitted as a touch-tone.
,	A comma represents a 2-second pause when the fax number is dialed. Use multiple commas for a longer pause during dialing.

Edit the phone book

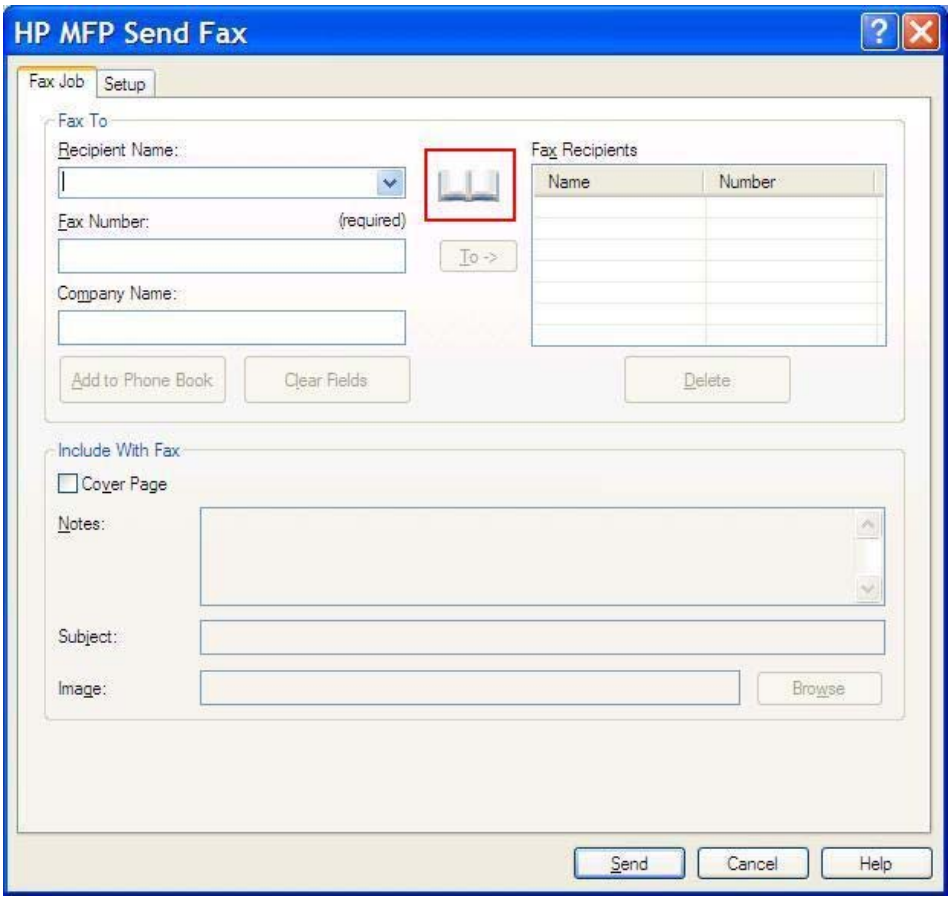
The phone book can be used to store the contact information that appears under **Fax To** in the **HP MFP Send Fax** dialog box. Names can be added and removed from the phone book.

The MFP Send Fax phone book can be imported and exported.

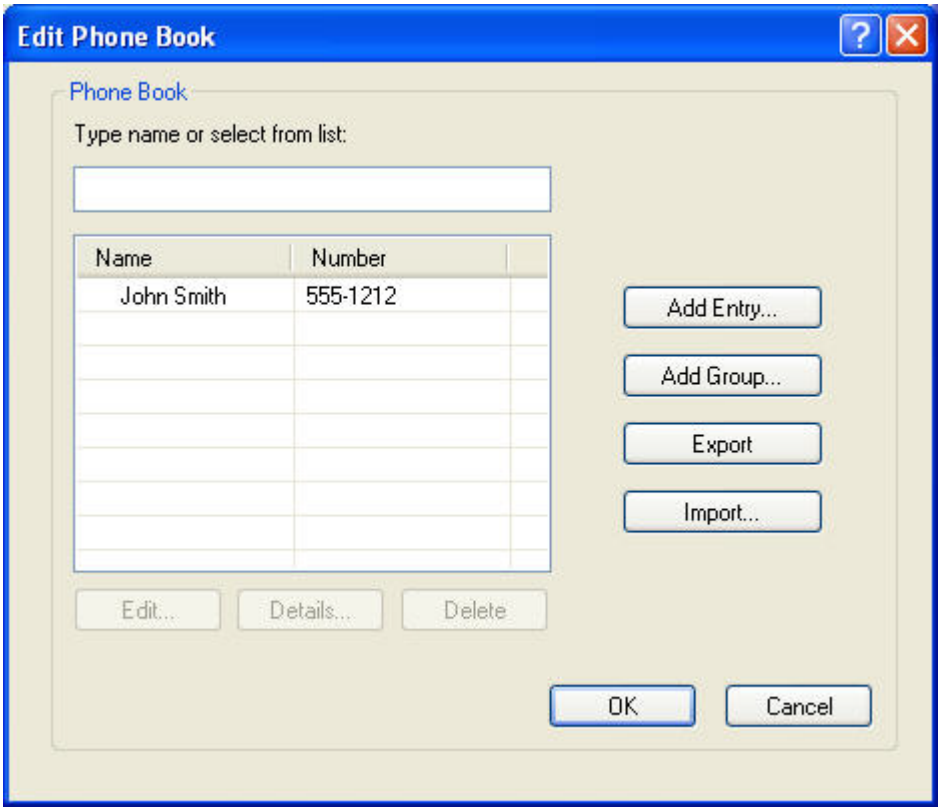
Add names to the phone book

NOTE: You can add names to the phone book or the **Fax Job** tab by clicking the book icon, or on the **Setup** tab by clicking **Edit Phone Book**.

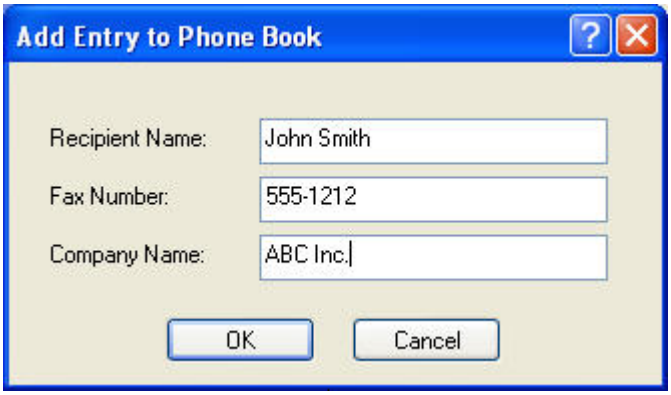
1. On the **Fax Job** tab under **Fax To** in the **HP MFP Send Fax** dialog box, click the book icon. This opens the **Add Recipients from Phone Book** dialog box.



2. In the **Add Recipients from Phone Book** dialog box click **Edit Phone Book**. This opens the **Edit Phone Book** dialog box. In the **Edit Phone Book** dialog box, click **Add Entry** to open the **Add Entry to Phone Book** dialog box. Type the recipient name, fax number, and company name, and then click **OK**.



3. Click **Edit Phone Book**.
4. In the **Add to Phone Book** dialog box, type the recipient name, fax number, and company name in the text boxes.



5. Click **OK**.
6. In the **Edit Phone Book** dialog box, click **Add Entry** to add additional names.
7. Click **OK** when you are finished adding names to the phone book.

Add groups to the phone book

NOTE: You can add a group to the phone book on the **Fax Job** tab by clicking the book icon, or on the **Setup** tab by clicking **Edit Phone Book**. If you add a group from the **Setup** tab, go to step 3 of this procedure.

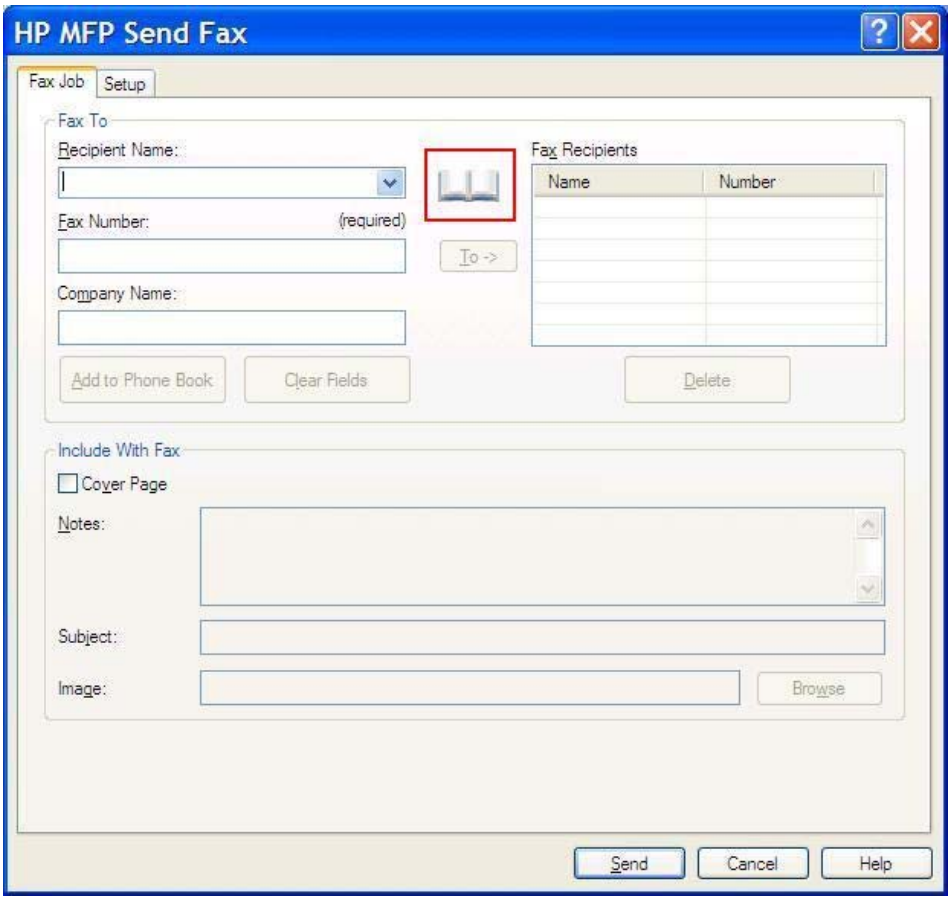
1. On the **Fax Job** tab under **Fax To** in the **HP MFP Send Fax** dialog box, click the book icon. This opens the **Add Recipients from Phone Book** dialog box.
2. In the **Add Recipients from Phone Book** dialog box, highlight a name in the list and click **Edit Phone Book**.
3. In the **Edit Phone Book** dialog box, click **Add Group**. This opens the **Add Group to Phone Book** dialog box. Type the group name into the **Group Name** text box and then type a name or select one from the list at the left of the dialog box. Click **Add** to copy the selected name into the **Members** box. When you have completed adding a group, click **OK**.

NOTE: You can verify contact information before adding the information to a group by clicking **Details**. This opens the **Details** dialog box. Verify the information and click **OK** or **Cancel**. You cannot edit information in this dialog box.

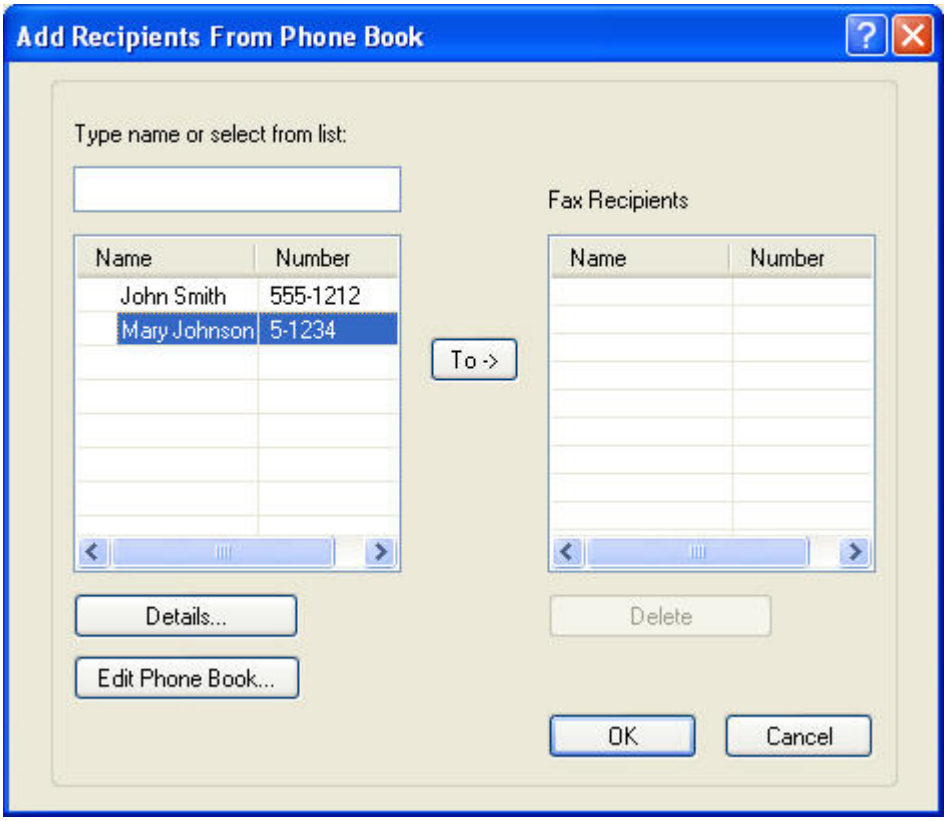
Remove names from the phone book

NOTE: You can remove names from the phone book on the **Fax Job** tab by clicking the book icon, or on the **Setup** tab by clicking **Edit Phone Book**. If you remove names from the **Setup** tab, go to step 3 of this procedure.

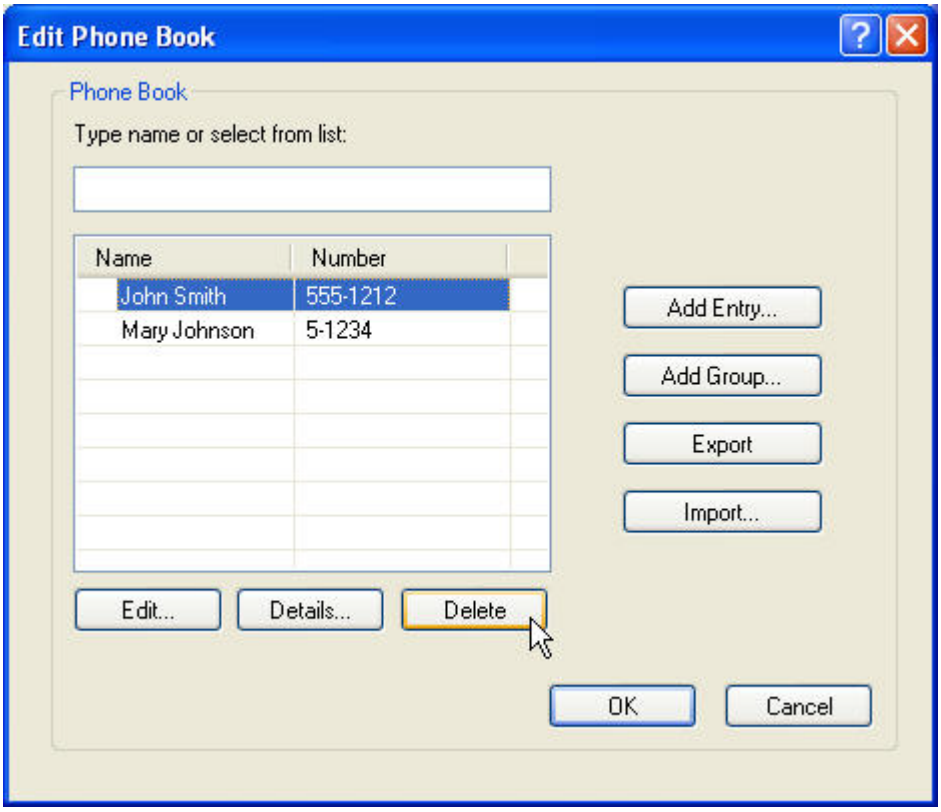
1. On the **Fax Job** tab under **Fax To** in the **HP MFP Send Fax** dialog box, click the book icon. This opens the **Add Recipients from Phone Book** dialog box.



2. In the **Add Recipients from Phone Book** dialog box, highlight a name in the list and click **Edit Phone Book**.



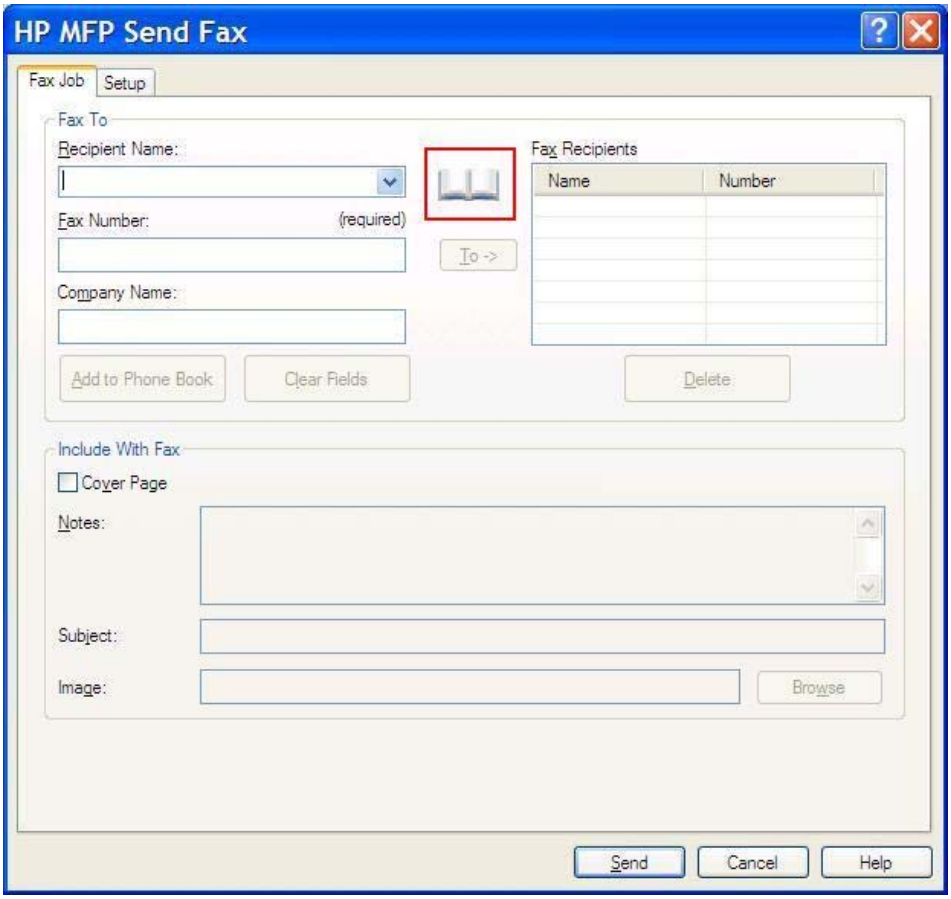
3. In the **Edit Phone Book** dialog box, select the name that you want to delete and then click **Delete**. Verify the delete in the **CONFIRM** dialog box. Clicking **Yes** permanently deletes this entry from the Phone Book.



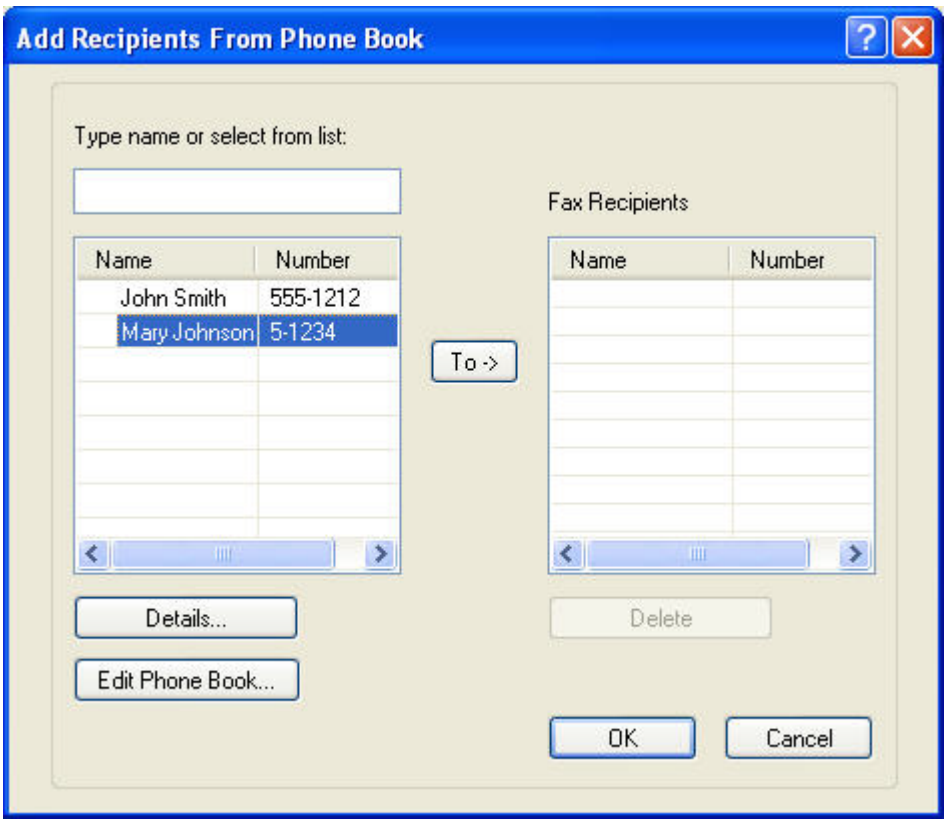
Edit names in the phone book

NOTE: You can edit names in the phone book on the **Fax Job** tab by clicking the book icon, or on the **Setup** tab by clicking **Edit Phone Book**. If you edit names from the **Setup** tab, go to step 3 of this procedure.

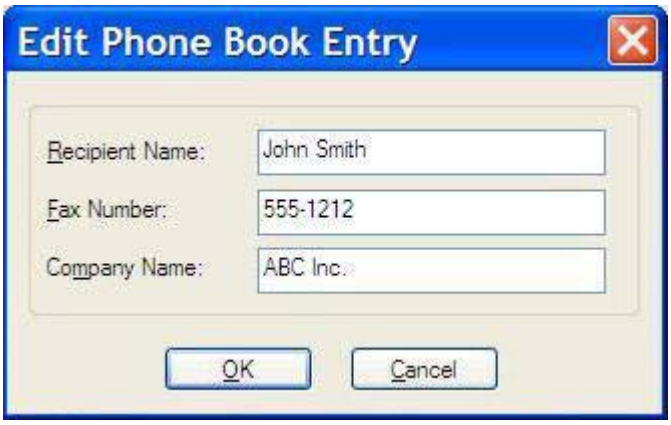
1. On the **Fax Job** tab under **Fax To** in the **HP MFP Send Fax** dialog box, click the book icon.



2. In the **Add Recipients From Phone Book** dialog box, select the name that you want to edit and then click **Edit Phone Book**. This opens the **Edit Phone Book** dialog box.



3. In the **Edit Phone Book** dialog box, highlight an existing name and click **Edit**. The **Edit Phone Book Entry** dialog box opens and displays the current contact information. Edit the Recipient Name, Fax Number, and Company Name as needed and click **OK**. This returns you to the **Edit Phone Book** dialog box.



NOTE: To review contact information before sending the fax, select a name in the **Edit Phone Book** dialog box and click **Details**. The **Details** dialog box opens. Verify the information and click **OK** or **Cancel**. You can not edit information in this dialog box.

4. Click **OK** when you are done editing.

Export phone book entries to a comma-separated values (CSV) formatted file

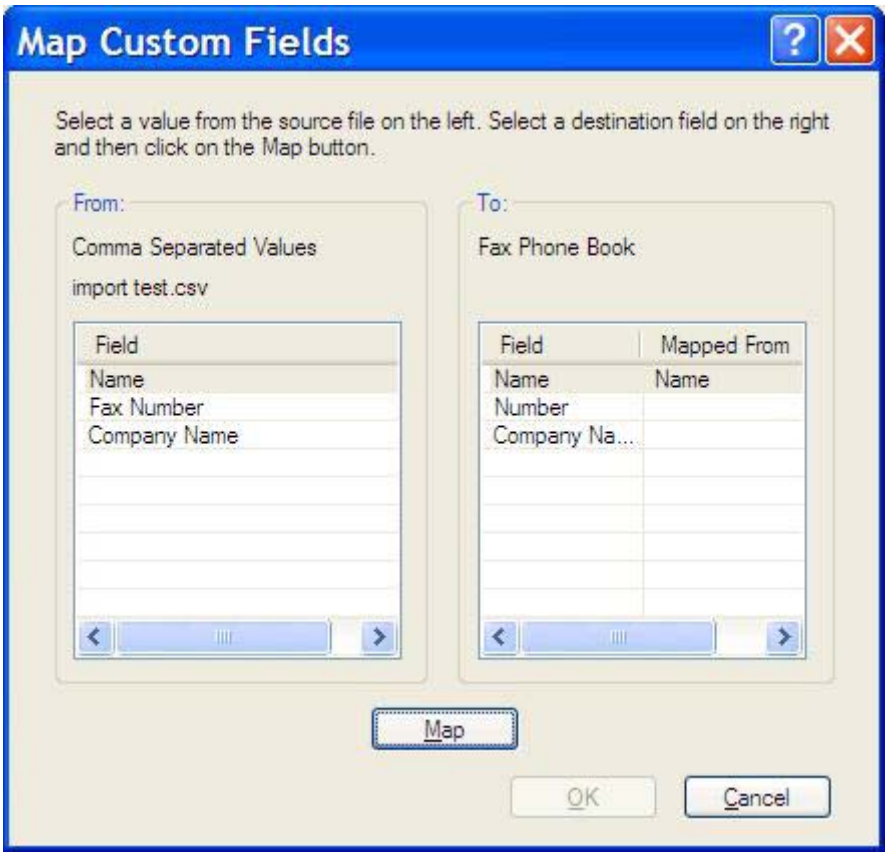
You can export contact information from the phone book to a .CSV file.

1. You can export names from the phone book from the **Fax Job** or the **Setup** tab.
   - **Fax Job** tab: Click the book icon and then click **Edit Phone Book** in the **Add Recipients from Phone Book** dialog box.
   - **Setup** tab: Click **Edit Phone Book**.
2. In the **Edit Phone Book** dialog box, click **Export...** to open the **File Save As** dialog box. Type the path and file name of the exported .CSV file and then click **OK**. All currently saved phone book entries are written to the file. If the file path and name already exist, the existing .CSV file is overwritten with the contents of the phone book.

Import phone book entries from a CSV formatted file

You can import contact information to the phone book from a properly formatted .CSV file. When importing from a .CSV file, the software assumes that the first record in the file is a header record so the contents of the first record are not imported. If the .CSV file entry is not properly formatted, the program discards the entire record.

1. You can import names into the phone book in the **Fax Job** or the **Setup** tab.
   - **Fax Job** tab: Click the book icon and then click **Edit Phone Book** in the **Add Recipients from Phone Book** dialog box.
   - **Setup** tab: Click **Edit Phone Book**.
2. In the **Edit Phone Book** dialog box, click **Import...** to open the **File Open** dialog box. Highlight the file you want to import and click **OK**.
3. After the highlighted file has been validated, the **Map Fields** dialog box opens. Highlight an entry in the **From** column and then highlight a field in the **To** column. Click **Map**. You must select mappings for the Name and Phone Number fields. Specifying a mapping for the Company name field is optional. The mapping selections you make here apply to all records in the .CSV file.



Voice Calls and Retries

Voice calls are not included in the Fax Activity log and do not generate a T.30 report. The following sections provide information on retries of a fax job.

Fax Call Report

When all fax attempts have been exhausted, a Fax Call Report will be printed for a fax send. It shows the fax job log ID. The result of the final attempt is printed on the Fax Call Report.

A Fax Call Report does not print for voice calls.

NOTE: A Fax Call Report only generates Job numbers for final attempts. If one of these reports is printed manually from the menu and the last call was neither the final attempt nor a Voice call the Job number will be zero.

Fax Activity Log

Voice Calls are not included in the Fax Activity Log by default. Only the final attempt will be displayed in the Fax Activity Log.

T.30 Report

Voice Calls will not cause a T.30 report to print. All retry attempts will cause a T.30 report to print.

3 Configuration

- Set the sender information
- Set the fax quality
- Set the notification settings
- Set the cover page information
- Set the preview preference
- Set the fax driver printer preferences
- Set the billing-code configuration

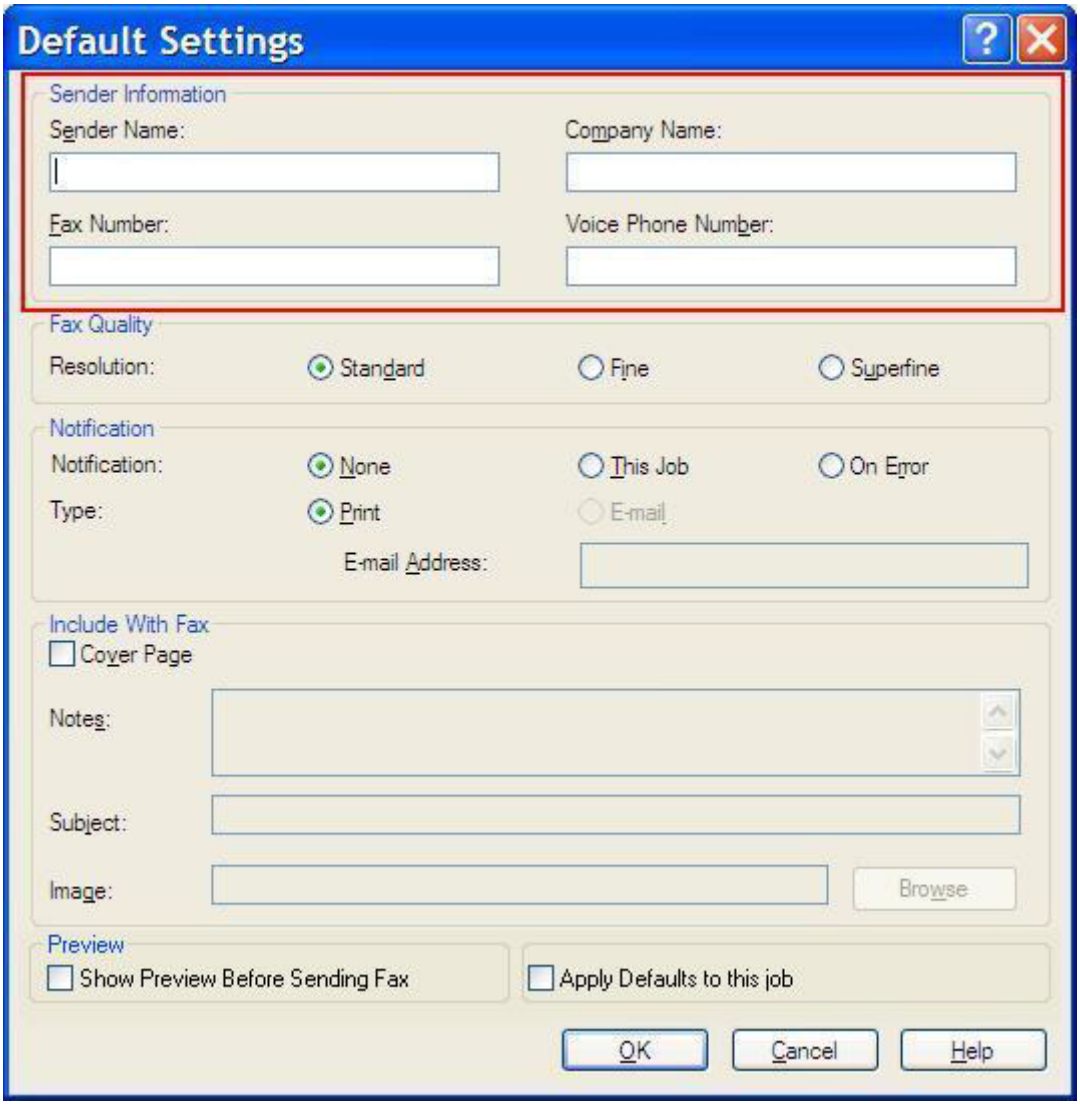
Set the sender information

The default sender information is included on all faxes that you send by using the MFP Send Fax driver, including cover pages. The sender information can be changed for individual faxes by using the text fields on the **Setup** tab.

NOTE: To apply any changes to the current job only, select the **Apply Defaults to this job** check box before exiting the **Default Settings** dialog box.

1. On the **Setup** tab, click **Edit Defaults**.

2. Under **Sender Information** in the **Default Settings** dialog box, type the default sender name, company name, fax number, and voice phone number.



NOTE: The information in the sender information fields on the **Setup** tab is updated the *first time* that the sender information is typed in the sender information fields in the **Default Settings** dialog box. If the default sender information is changed later, the sender information fields on the **Setup** tab are *not* refreshed. The changes are saved, but the information does not appear in the dialog box. To show the new information, exit from the MFP Send Fax driver and then restart the driver.

3. Click **OK**.

NOTE: To set all of the default information at the same time, select the fax quality, notification, cover page, and preview settings and then click **OK**.

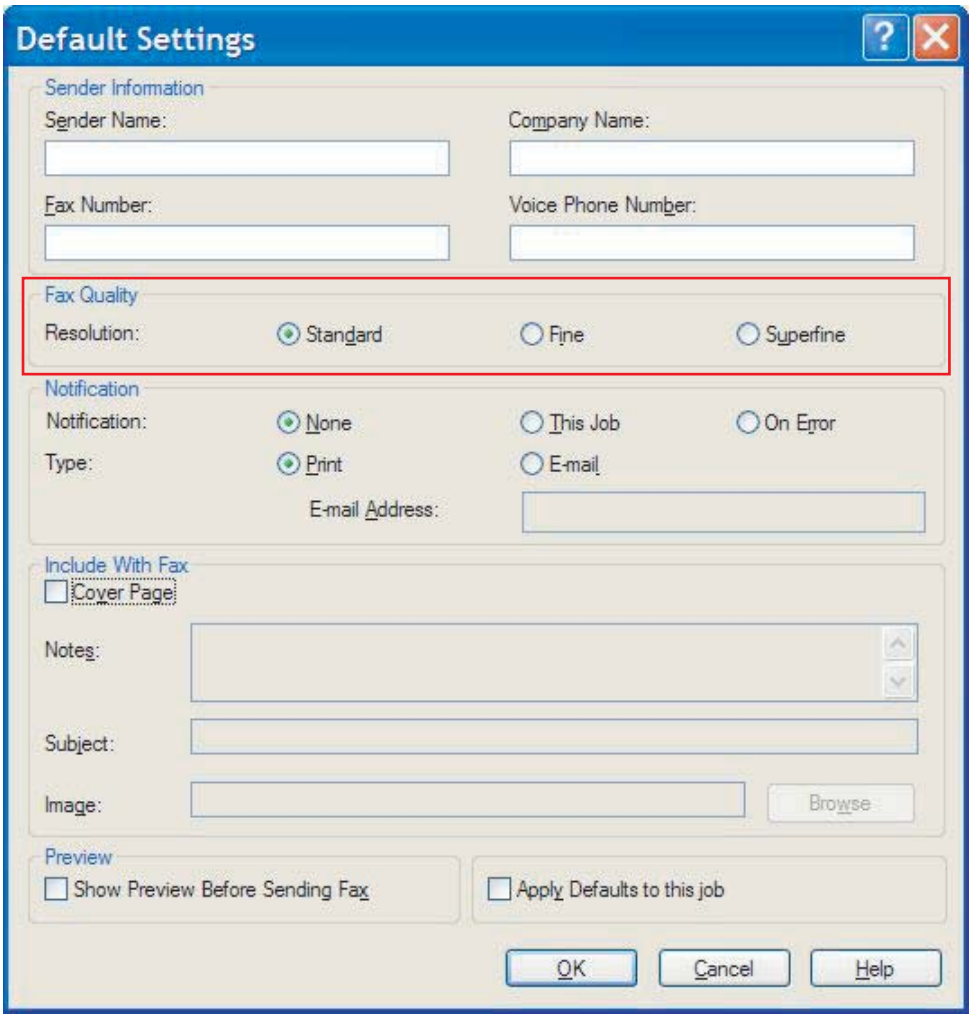
Set the fax quality

The fax quality setting defines the resolution that the MFP uses to send the fax. The following are the available quality settings:

- **Standard**: 200 x 100 dots per inch (dpi)
- **Fine**: 200 x 200 dpi
- **Superfine**: 300 x 300 dpi

Set the fax quality

1. On the **Setup** tab, click **Edit Defaults**.
2. Under **Fax Quality** in the **Default Settings** dialog box, select the default quality for sending faxes.



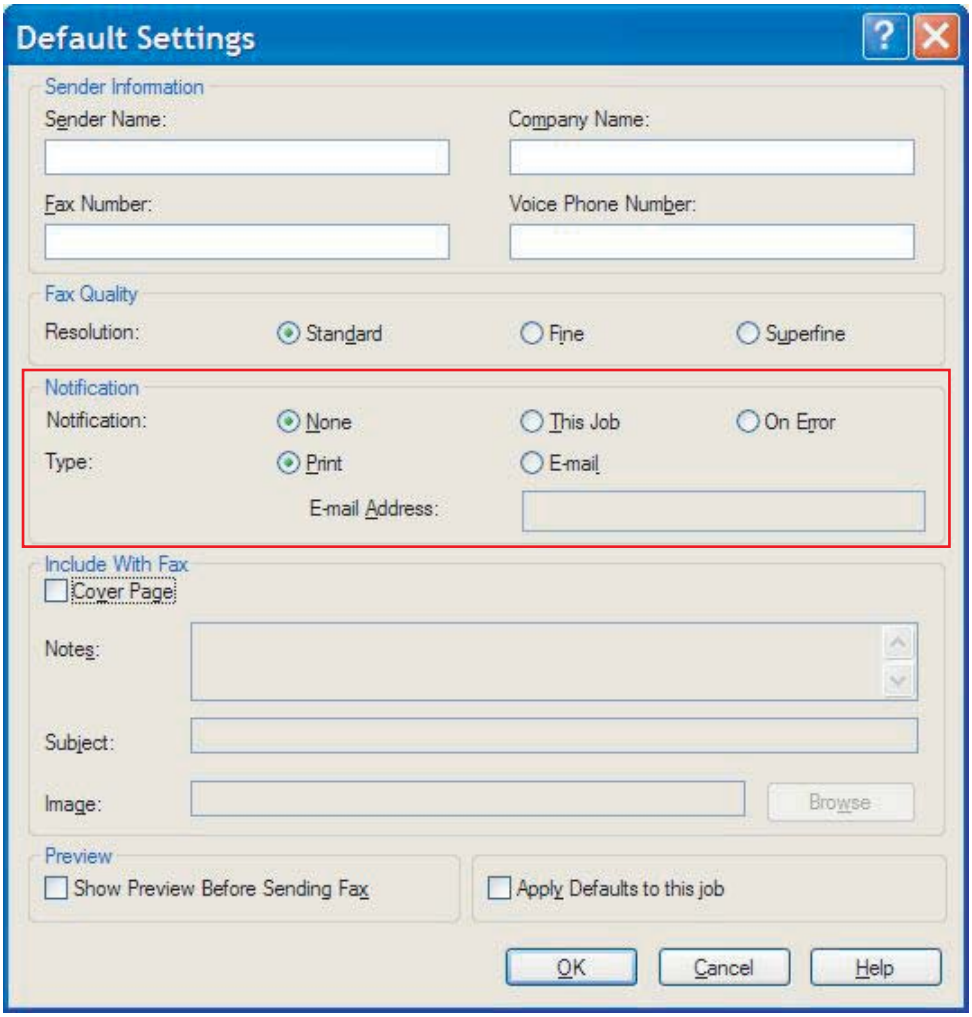
3. Click **OK**.

NOTE: To set all of the default information at the same time, select the sender information, notification, cover page, and preview settings and then click **OK**.

Set the notification settings

The notification settings determine when and how notification of the status of an outgoing fax is sent.

1. On the **Setup** tab, click **Edit Defaults**.
2. Under **Notification** in the **Default Settings** dialog box, select when to receive notifications:
   - **None**: notification is not sent.
   - **This Job**: notification is sent when a fax is sent.
   - **On Error**: notification is sent when an error occurs.



3. Select the type of notification to send:
   - **Print**: notification is printed on the default printer.
   - **E-mail**: notification is sent in an e-mail message. Type the e-mail address in the **E-mail Address** text box.

NOTE: The e-mail function must be configured on the MFP in order to receive an e-mail notification.

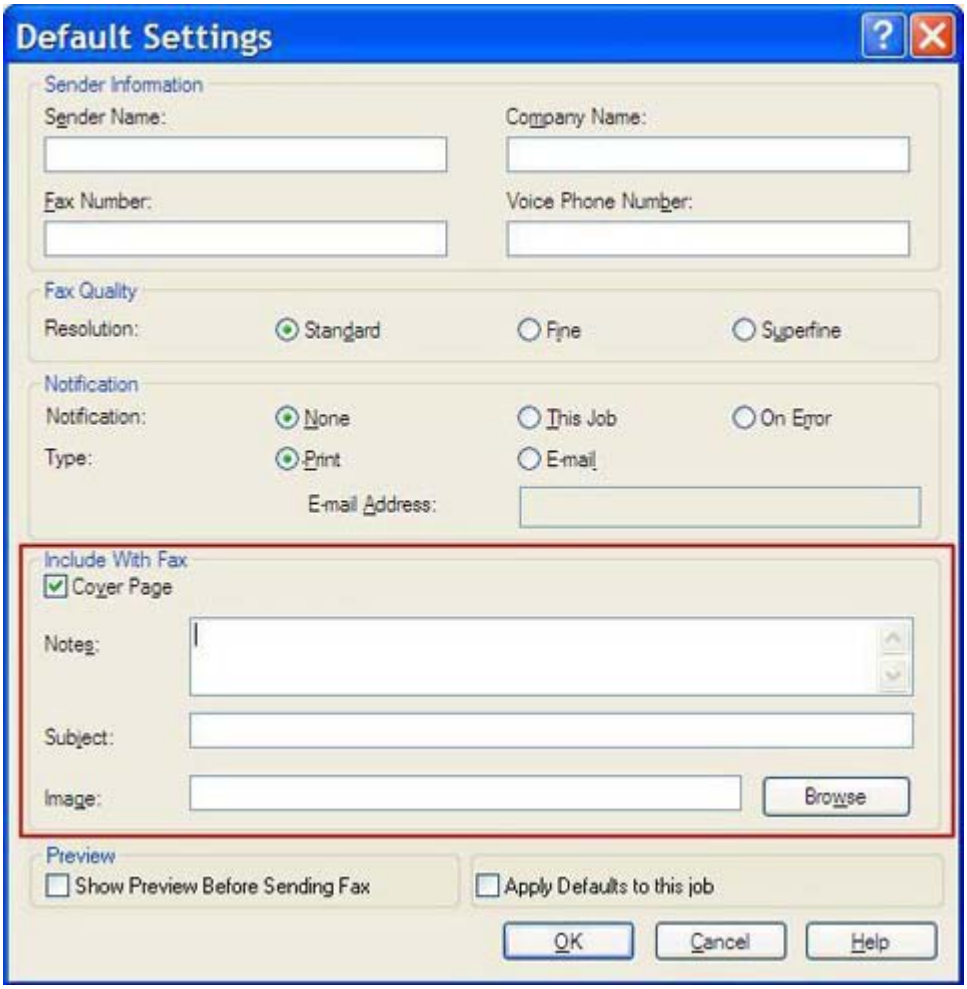
4. Click **OK**.

NOTE: To set all of the default information at the same time, select the sender information, fax quality, cover page, and preview settings and then click **OK**.

Set the cover page information

Standardize the look of the fax cover page by using a default cover page. Fields are available for notes, a subject line, and a company logo or other image. The cover-page settings can be modified on the **Fax Job** tab for individual fax jobs.

1. On the **Setup** tab, click **Edit Defaults**.
2. Under **Include With Fax** in the **Default Settings** dialog box, select **Cover Page (Single recipient only)**.



3. In the **Notes** text box, type the default notes.
4. In the **Subject** text box, type the default subject line.
5. Click **Overlay** to include an image on the cover page.
6. Browse to and select a bitmap image file, such as a company logo.

NOTE: The bitmap image is converted to grayscale on the cover sheet and is located in the top one-third of the page.

7. Click **OK**.

NOTE: To set all of the default information at the same time, select the sender information, fax quality, notification, and preview settings and then click **OK**.

NOTE: When cover page is used with multiple recipients, the preview will only show the cover page for the first recipient. However, the cover page will be sent separately for each recipient. Only one recipient's name is shown on each cover page.

Set the preview preference

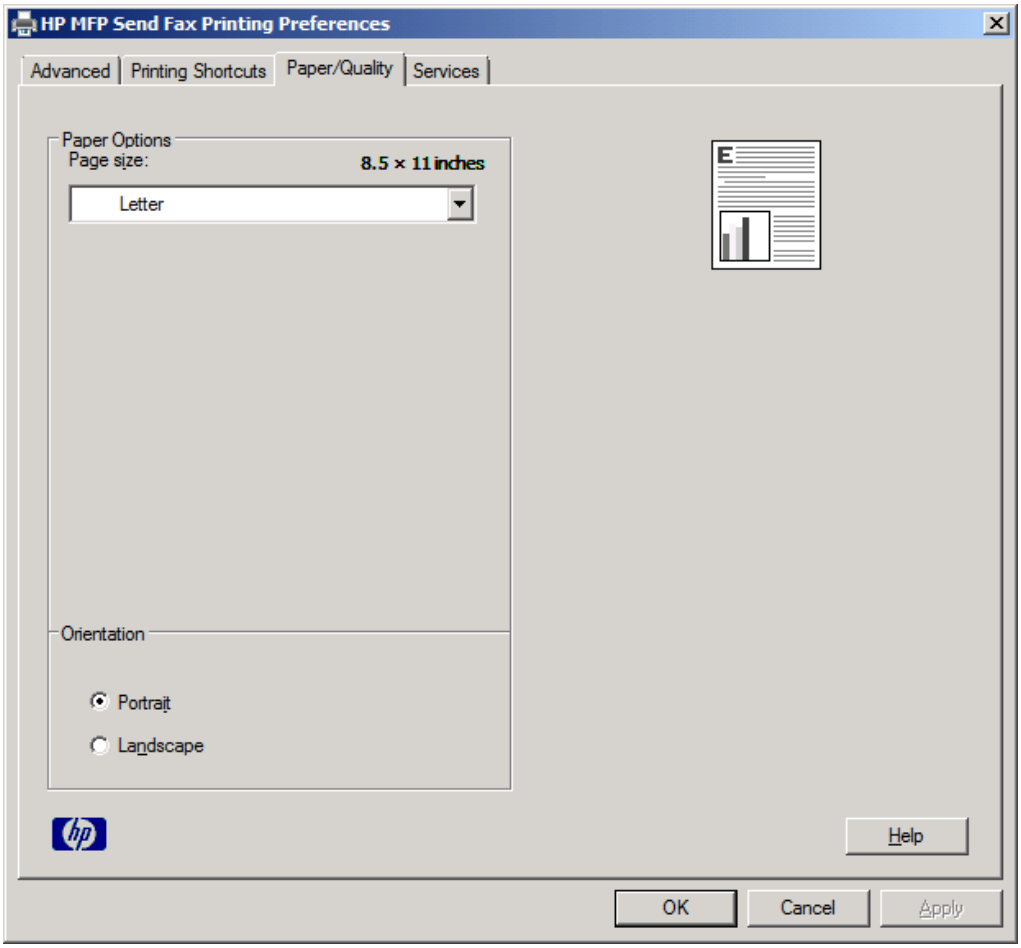
The preview preference can be set to automatically preview every fax job before it is sent.

1. On the **Setup** tab, click **Edit Defaults**.
2. Under **Preview** in the **Default Settings** dialog box, select **Show Preview Before Sending Fax** to preview each fax automatically before it is sent. When **Show Preview Before Sending Fax** is selected, the **Send** button changes to **Preview and Send**.
3. Click **OK**.

NOTE: To set all of the default information at the same time, select the sender information, fax quality, notification, and cover page settings and then click **OK**.

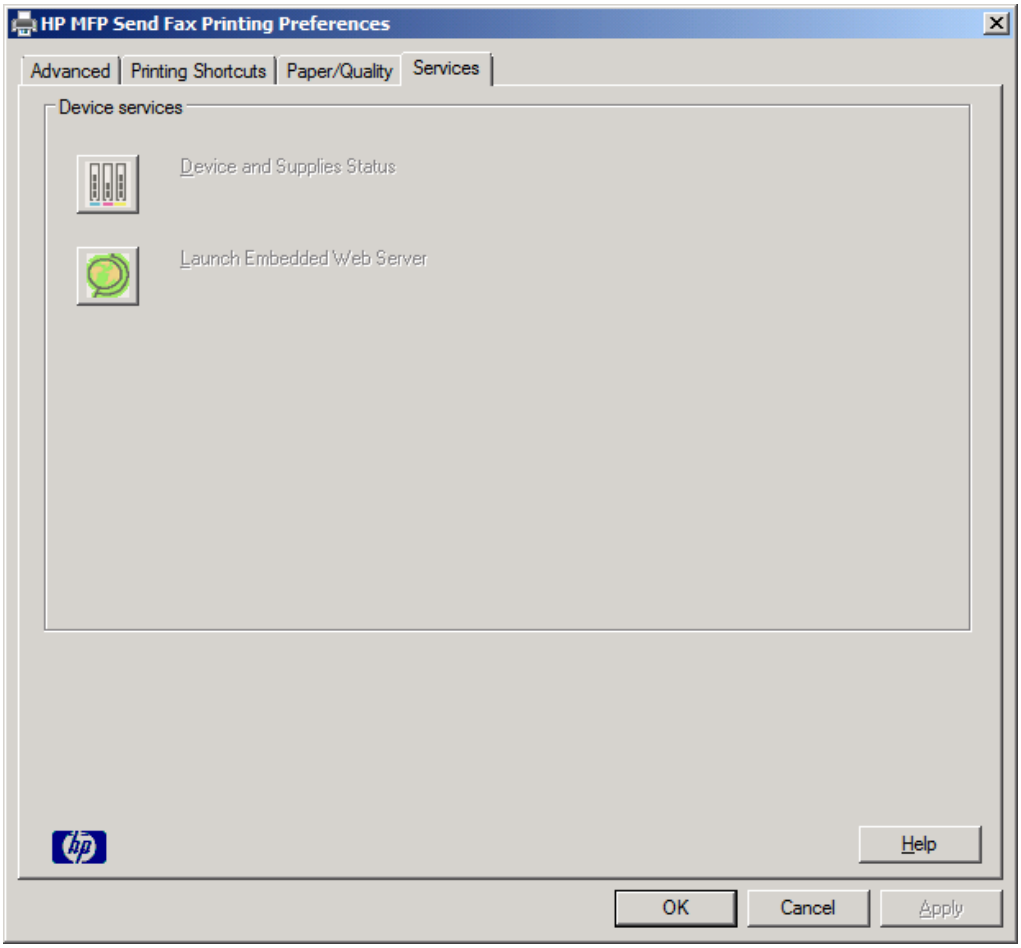
Set the fax driver printer preferences

1. Click **Start**, click **Settings**, and then click **Printers and Faxes**.
2. On the **Printers and Faxes** window, right-click **HP MFP Send Fax** and then click **Printing Preferences**.
3. In the **HP MFP Send Fax Document Properties** dialog box, click **Paper/Quality** to set the default paper and quality properties. To save the settings and close the dialog box, click **OK**.



NOTE: The **Advanced** tab on the **HP MFP Send Fax Document Properties** dialog box does not contain any information that affects the MFP Send Fax driver. This tab is a standard Windows tab and cannot be removed for this driver.

4. Click **Services** to check the status of the printer and supplies or to start the embedded Web server. The **Services** tab options only appear if the MFP Send Fax driver is connected to a valid TCP/IP port.



NOTE: See the appropriate MFP user guide for more information about the Embedded Web server.

5. To save any changes to the default settings and close the dialog box, click **OK**.

Set the billing-code configuration

HP MFP Send Fax supports the use of billing codes when sending faxes.

1. On the MFP control panel, touch Administration.
2. Scroll to and touch Initial Setup.
3. Scroll to and touch Fax Setup.
4. Scroll to and touch Fax Send Settings.
5. Scroll to and touch Billing Codes.
6. Touch Custom to open the billing-code screen.
7. Use the up and down arrows to select the minimum number of digits in the billing code.
8. Touch OK to enable the billing-code feature or touch Off to disable the billing-code feature.

NOTE: If the billing-code feature is enabled on the MFP, a billing-code entry is required for walk-up fax jobs sent from the MFP.

4 Solve problems

- Functional errors
- Warning messages
- Error messages

Functional errors

The test page does not print

View the MFP Send Fax configuration information on the MFP control panel to determine if the driver installation was successful and the PC Fax Send feature is enabled.

1. On the MFP control panel, touch Administration.
2. Scroll to and touch Initial Setup.
3. Scroll to and touch Fax Setup.
4. Scroll to and touch PC Fax Send.
5. Touch Enabled.
6. Touch Save.

If PC Fax Send is not in menu, see PC FAX SEND or PC Fax Send does not appear on the MFP control panel on page 69.

The e-mail notification is disabled

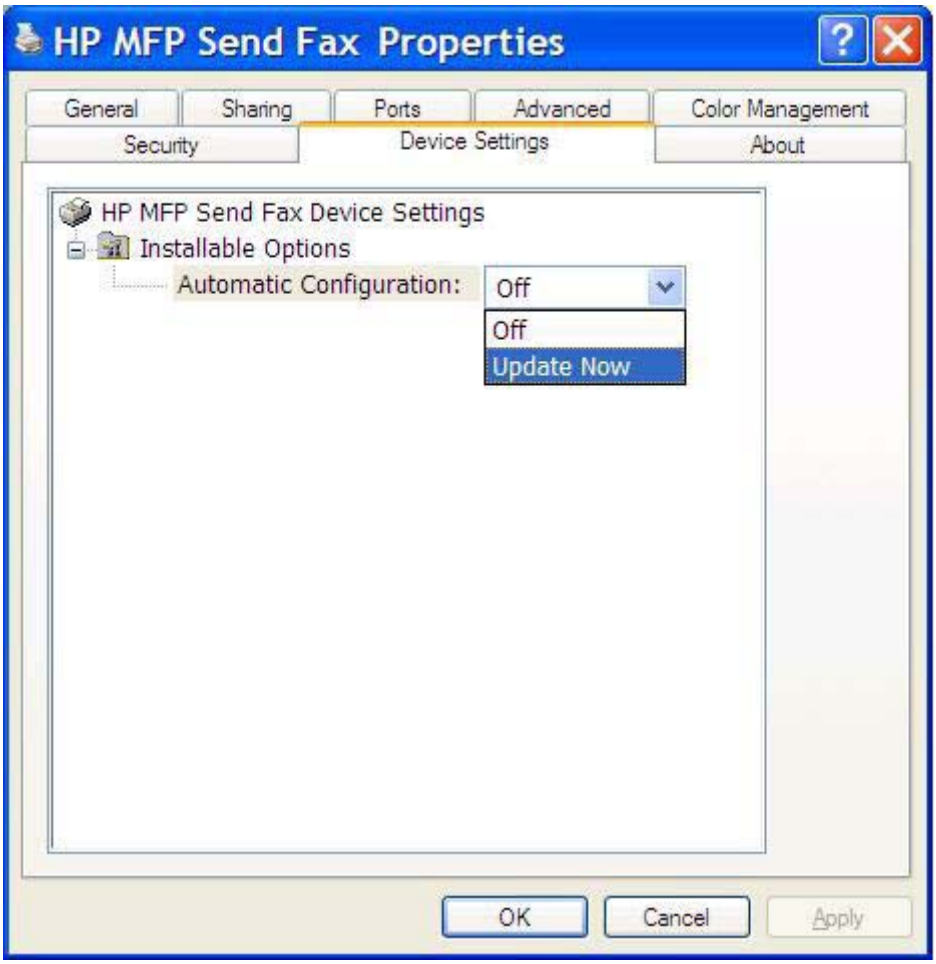
The e-mail notification type is disabled under **Notification** on the **Setup** tab in the **HP MFP Send Fax** dialog box because the e-mail function is not enabled on the MFP.

See the user guide for instructions about configuring the e-mail function.

Update the **HP MFP Send Fax** settings after enabling the e-mail feature on the MFP.

1. Click **Start**, click **Settings**, and then click **Printers and Faxes**.
2. Under **Printer Tasks** in the **Printers and Faxes** window, right-click the name of the MFP and then click **Properties**.
3. In the **HP MFP Send Fax Properties** dialog box, click **Device Settings**.

4. In the **Automatic Configuration** drop-down menu, select **Update Now**.



5. Click **OK**.

An e-mail confirmation is not received

No e-mail confirmation is sent if the receiving fax machine does not answer, or is busy, or if the number of redials that is configured on the MFP has not been reached. After the MFP has reached the configured number of redials, a confirmation notification is sent.

PC FAX SEND or PC Fax Send does not appear on the MFP control panel

PC FAX SEND or **PC Fax Send** does not appear on the MFP control panel after installing the MFP Send Fax driver.

Firmware is packaged in bundles called remote firmware updates (RFUs). These bundles contain firmware updates for the MFP and different sub-systems located in the MFP. When the RFU bundle is sent to the MFP, the MFP sends the individual firmware updates to its other sub-systems. Sometimes, not all of these updates happen at the same time.

Complete the firmware update:

1. Verify that the MFP firmware has been updated to the most current version available. If the firmware has not been updated, see Upgrade the MFP firmware and download the driver on page 5.
2. Turn the MFP off and then turn it on again.
3. From the main screen, touch Administration.
4. Scroll to and touch Initial Setup.
5. Scroll to and touch Fax Setup.
6. Scroll to and touch PC Fax Send.
7. Touch Enabled.
8. Touch Save.

If **PC FAX SEND** or **PC Fax Send** still does not appear on the MFP control panel, see the *HP LaserJet MFP Analog Fax Accessory 500 Fax Guide* to ensure that the analog fax accessory is configured correctly.

If the analog fax accessory is configured correctly and **PC FAX SEND** or **PC Fax Send** still does not appear on the MFP control panel, contact HP Customer Care.

The bitmap does not appear or print on the cover page

The bitmap file will not appear or print on the cover page if the bitmap file is too large. The fax image-rendering process will bypass rendering the image on the cover page if the performance of the computer would be significantly reduced. Reduce the size of the bitmap to include it on the cover page.

The preview does not appear

To see a preview of the fax job, select **Show Preview Before Sending Fax** on the **Setup** tab.

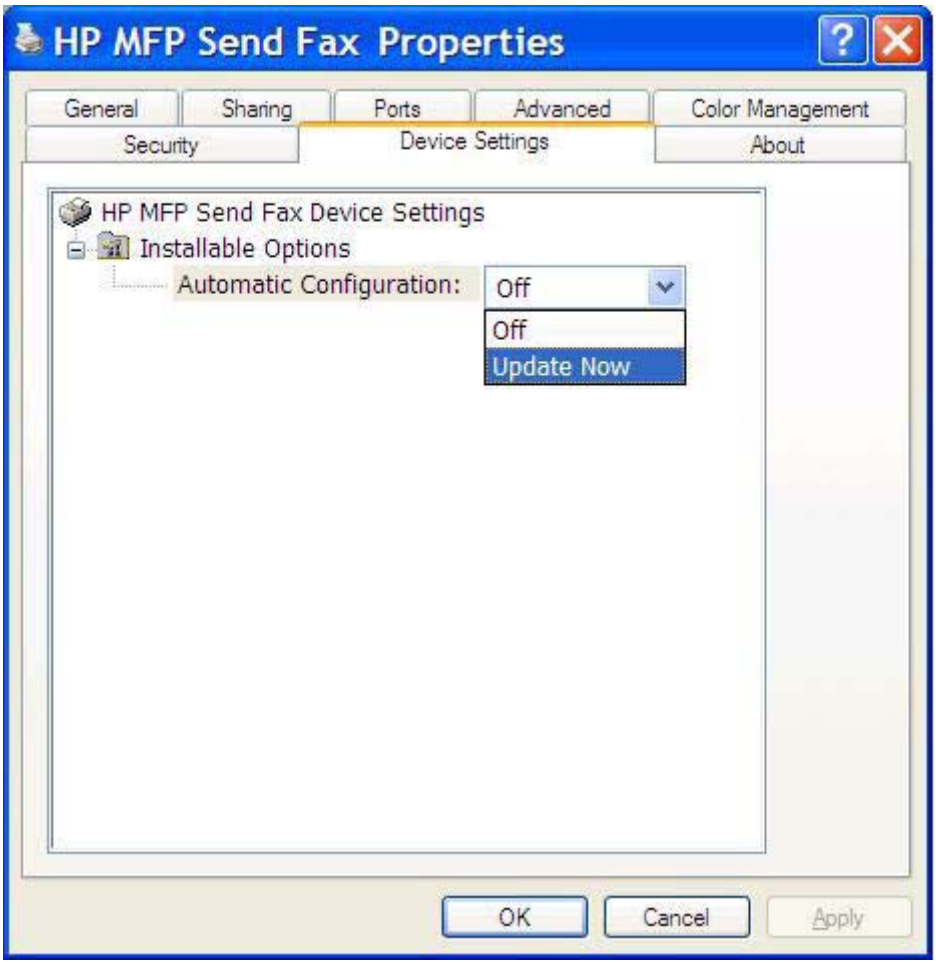
A billing code is required after disabling the feature

A billing code is required in the **Billing Code** text box on the **Fax Job** tab after the billing-code feature has been disabled at the MFP.

Update the driver so that the **Billing Code** text box does *not* appear on the **Fax Job** tab:

1. Click **Start**, click **Settings**, and then click **Printers and Faxes**.
2. Under **Printer Tasks** on the **Printers and Faxes** window, right-click the name of the MFP and then click **Properties**.
3. In the **HP MFP Send Fax Properties** dialog box, click **Device Settings**.

4. In the **Automatic Configuration:** drop-down menu, select **Update Now**.



5. Click **OK**.

The billing code text box does not appear

If the billing-code feature was disabled at the MFP when the MFP Send Fax driver was installed, the **Billing Code** text box does not appear on the **Fax Job** tab.

Enable billing codes and make the **Billing code** text box available on the **Fax Job** tab:

1. Touch Administration.
2. Scroll to and touch Initial Setup.
3. Scroll to and touch Fax Setup.
4. Scroll to and touch Fax Send Settings.
5. Scroll to and touch Billing Codes.
6. Touch Custom to open the billing-code screen.
7. Use the up and down arrows to select the minimum number of digits in the billing code.
8. Touch OK to enable billing codes.

The default fields do not refresh

The information in the sender information fields on the **Setup** tab is updated the *first time* that the sender information is entered in the sender information fields in the **Default Settings** dialog box. If the default sender information is changed later, the sender information fields on the **Setup** tab are *not* refreshed. The changes are saved, but the information does not appear in the dialog box. To show the new information, exit from the MFP Send Fax driver and then restart the driver.

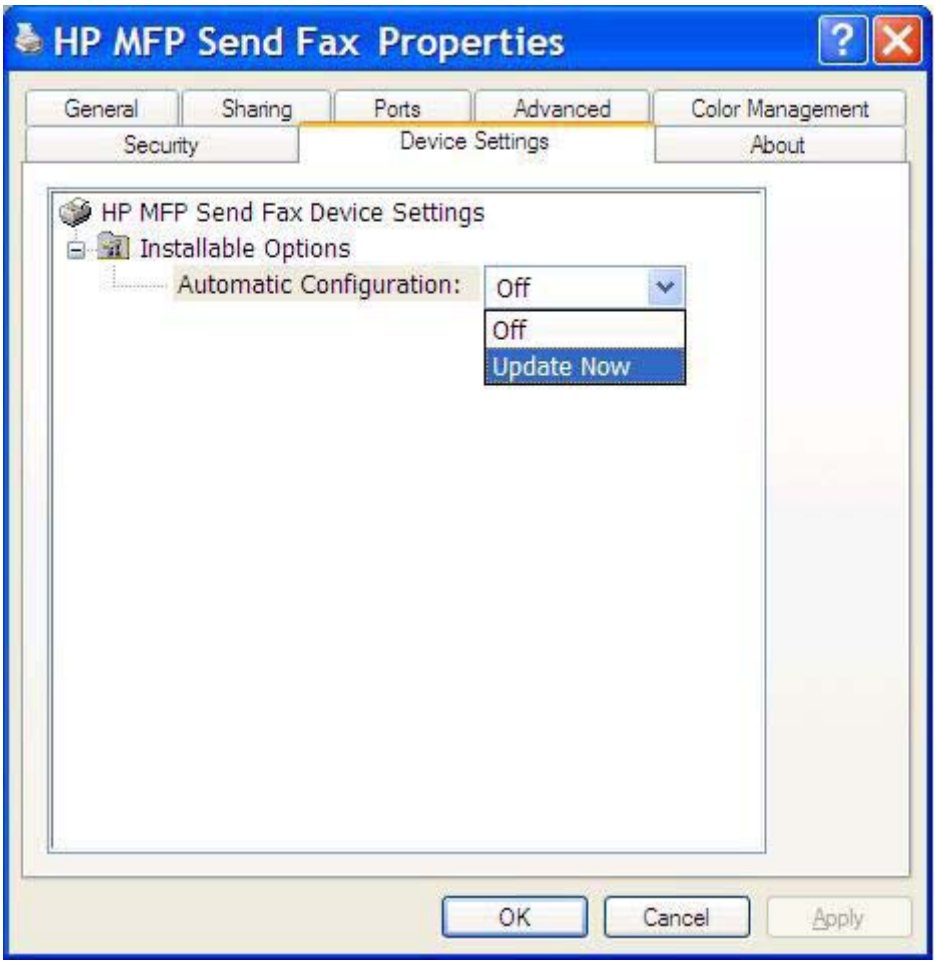
Changed settings do not take effect

The MFP Send Fax driver captures MFP fax configuration information during installation. If the MFP settings are changed after the driver is installed, complete a manual update by using the **Update Now** feature to synchronize the driver with the MFP settings. Normally, closing and reopening the driver will automatically accomplish this process.

Synchronize the driver with the MFP settings by using **Update Now**:

1. Click **Start**, click **Settings**, and then click **Printers and Faxes**.
2. Under **Printer Tasks** in the **Printers and Faxes** window, right-click the name of the MFP and then click **Properties**.
3. In the **HP MFP Send Fax Properties** dialog box, click **Device Settings**.

4. In the **Automatic Configuration:** drop-down menu, select **Update Now**.



5. Click **OK**.

Changed settings do not take effect in a Point-and-Print installation

If you are using a Point-and-Print installation, the notification, billing code, billing-code length, and fax-enabled features cannot be refreshed by using the **Update Now** feature. To make these setting changes take effect in a Point-and-Print installation, delete the Send Fax printer and then reinstall the printer.

NOTE: The fax preview function is not available when you use Point-and-Print.

Warning messages

The following warning messages might appear when you use the HP MFP Send Fax driver.

PC fax feature may be disabled at the MFP warning

The **PC fax feature may be disabled at the MFP** warning appears if the driver port has been changed.

Update the configuration settings:

1. In the **MFP Send Fax Warning** message box, click **OK**.

HP MFP Send Fax Warning
The PC fax feature may be disabled at the MFP. Before sending any faxes, make sure that it is enabled. Then update software configuration settings as described in the software Help.
OK

2. Verify that the MFP firmware has been updated to the most current version available. See Determine if the MFP supports the MFP Send Fax driver on page 5.
3. Verify that the PC FAX SEND or PC Fax Send feature is enabled on the MFP. See Uninstall the HP MFP Send Fax driver on page 29.

Error messages

If a fax problem occurs that prevents or interrupts sending or receiving a fax, an error message is generated that helps determine the cause of the problem. Here is a list of messages and their cause/solution.

Table 4-1 Error messages

At least one fax number is required

Cause	Solution
A fax number was not typed in the **Fax Number** text box on the **Fax Job** tab.	Type a fax number in the **Fax Number** text box on the **Fax Job** tab.

Missing required information: Billing Code

Cause	Solution
A billing code was not typed in the **Billing Code** text box on the **Fax Job** tab. This error only occurs when billing-code feature is enabled.	Type a billing code in the **Billing Code** text box on the **Fax Job** tab.

The billing code must be at least “n” digits

Cause	Solution
The billing code was configured on the MFP to contain a specified number of digits. This error occurs when the billing-code feature is enabled and the billing code in the **Billing Code** text box on the **Fax Job** tab does not contain the correct number of digits.	Check the billing code that is typed in the **Billing Code** text box on the **Fax Job** tab. Type a billing code that contains the specified number of digits.

Missing required information: E-mail address

Cause	Solution
An e-mail address was not typed in the **E-mail address** text box on the **Setup** tab when **E-mail notification** was selected.	Type an e-mail address in the in the **E-mail address** text box on the **Setup** tab.

The file cannot be found

Cause	Solution
A fax was sent with an invalid path specified in the **Image** text box on the **Fax Job** tab or the **Setup** tab.	Type a valid path to the image in the **Image** text box on the **Fax Job** tab or the **Setup** tab.
A fax was sent with a path to a missing image file specified in the **Image** text box on the **Fax Job** tab or the **Setup** tab.	Type a valid path to the image in the **Image** text box on the **Fax Job** tab or the **Setup** tab.
A fax was sent with a path to an invalid file type specified in the **Image** text box on the **Fax Job** tab or the **Setup** tab.	Type a valid path to a bitmap image in the **Image** text box on the **Fax Job** tab or the **Setup** tab.

Table 4-1 Error messages (continued)

The e-mail address is not in a recognized format. Do you still want to use it?

Cause	Solution
The e-mail address in the **E-mail address** text box on the **Setup** tab is not a valid e-mail address.	Click **Yes** to send the e-mail to the specified address. Click **No** to return to the **Setup** tab to change the e-mail address.

Reached maximum number of entries

Cause	Solution
The **Fax Recipients** list contains the maximum number of fax recipients. The **Fax Recipients** list is limited to 100 entries.	The maximum number of fax numbers has been entered. Send the fax to any remaining recipients by using a separate fax job.
The phone book contains the maximum number of entries. The phone book is limited to 10,000 entries.	Remove entries in the phone book.

Reached maximum number of entries in a group

Cause	Solution
The maximum number of group entries has been exceeded.	Remove entries from the group.

Reached maximum number of group entries

Cause	Solution
The group contains the maximum number of entries.	Remove entries from the group.

Data is not valid

Cause	Solution
The file type or file format is incorrect.	The file must be a .CSV file.

Mapping for minimum required fields not specified

Cause	Solution
The mapping between the name and phone number fields (at minimum) is not mapped to the .CSV file.	Import the file again. In the **Mapping** dialog box, select the correct mapping for the fields that are not mapping correctly.

Table 4-1 Error messages (continued)

Duplicate group name specified

Cause	Solution
An identical group name exists.	Type in a new unique group name.

Export error

Cause	Solution
The phone book could not be exported as a result of a file-write error or insufficient disk space.	Be sure the location where the phone book is to be saved is not write-protected and that disk space is available.

Import error

Cause	Solution
The phone book could not be imported because valid entries for all fields could not be found or a duplicate entry exists.	Be sure the source .CSV file is not corrupt and is organized correctly. Eliminate duplicate entries before importing.

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CC487-90933